

Apple- Works Forum

The Monthly Publication of NAUG: *The National AppleWorks Users Group*

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Five Dollars

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Support for AppleWorks and ///EZ Pieces Users

Recommended Printers for AppleWorks

The recent introduction of Apple's StyleWriter and LaserWriter LS printers generated many calls from NAUG members who hoped to use these low-cost, high-quality printers with AppleWorks. Unfortunately, these printers rely on Apple's Macintosh-only TrueType technology and are not compatible with Apple II computers. However, AppleWorks users can now choose between a number of printers that produce high-quality output at affordable prices.

I generally recommend that members choose an Epson-compatible printer. Epson-compatible printers produce attractive, proportionally-spaced output from AppleWorks and most are compatible with TimeOut SuperFonts and other programs that offer Epson drivers.

The printer to get depends on your budget. Laser printers offer the highest quality output but cost about \$1,000. Epson-compatible inkjet printers are slower, produce excellent output, and range between \$300-\$700. (All prices represent the lowest advertised price in the New York Times for these printers. List prices are significantly higher.)

Inkjet Printers

My favorite inkjet is the HP DeskJet 500; a well-designed printer that produces exceptional output. The DeskJet 500 requires an optional cartridge for Epson compatibility; the printer and emulator cost approximately \$550, which includes both serial and parallel ports. A review of the DeskJet appears in the August 1990 issue of the *AppleWorks Forum*.

Canon offers three Epson-compatible inkjet printers that should produce excellent output, although NAUG has not tested these printers with AppleWorks. The Canon BJ-10e (\$300) is a compact single-sheet-feed unit that requires a parallel interface card or serial-to-parallel converter for your computer. A 50-page cut-sheet feeder costs \$90.

The BJ-300 (\$425) and wide-carriage BJ-330 (\$650) are faster, heavier duty units that accommodate both single sheets and tractor feed paper. Both printers include a parallel interface; a serial interface is a \$119 option. The Canon printers use pro-

prietary inkjet cartridges that retail for about \$25.

Laser Printers

HP offers two attractively-priced laser printers that accept Epson emulation cartridges and work with AppleWorks. The LaserJet IIP sells for about \$800; the new IIIP, which offers even better output, costs about \$1,100. Add \$150 for the Epson emulator. Both printers include parallel and serial interfaces and are upgradeable to Macintosh compatibility for \$700.

Epson recently introduced the Epson FX-compatible EPL-7000 laser printer. The EPL-7000, which includes a 250-sheet paper tray and offers both parallel and serial ports, sells for about \$850. A review of the EPL-7000 will appear in a future issue of the *AppleWorks Forum*.

Good Values

Value-conscious members who can accept less-than-perfect output should consider the factory refurbished Diconix 300W printer available from DAK. The 300W is an Epson-compatible, wide-carriage inkjet printer that produces 192 dpi output (as compared to 300 dpi for the other inkjet printers). DAK offers reconditioned parallel and serial models for \$169.90 plus \$16 s/h (original list price: \$749). Sample output and comments about the Diconix 300W appear on page 3 of the February 1991 issue of the *AppleWorks Forum*. [DAK Industries, (800) 325-0800.]

Finally, NAUG members should not overlook the high-quality, 24-pin dot matrix printers that produce excellent near-letter quality output. The Epson-compatible Panasonic KX-P1123, which sells for as little as \$230 with a parallel interface, represents a particularly good value. A serial interface is optional.

Recommending any brand of printers is certain to evoke controversy among our well informed membership ... and that's why this is an editorial. I look forward to your comments and suggestions.

Letters to NAUG

Problems Patching AppleWorks

Dear Cathleen,

I use 5.25-inch disks with my Apple IIc and can't get version 1.6 of the AppleWorks 3.0 Patch Disk to work correctly. It keeps asking me to insert the Spreadsheet Disk and then locks up. What am I doing wrong?

Jake Marchese

Branchburg, New Jersey

[Ed: Unfortunately, version 1.6 of the AppleWorks Patch Disk does not work correctly with 5.25-inch disk copies of AppleWorks. Version 1.6 tells 5.25-inch disk users to insert the wrong disk and does not proceed when you insert the disk it requests. It also insists on installing the version 1.5 patches on 5.25-inch copies of AppleWorks. (The version 1.5 patches do not fix a bug that locks up your computer if you try to sort data base files with more than 12,000 records.)

Mark Munz corrected these problems and released version 1.61 of the Patch Disk in mid-May; NAUG started shipping that version immediately upon its release.

You need version 1.61 of the Patch Disk if you use 5.25-inch disk copies of AppleWorks and work with large data base files. All hard disk users, 3.5-inch disk users, and 5.25-inch disk users who do not work with large data base files can use either version 1.6 or 1.61 of the Patch Disk. (Although version 1.61 fixes the interface problems faced by users with 5.25-inch copies of AppleWorks, the actual patches are unchanged from version 1.6.)

Installing the version 1.6 or 1.61 patches on 5.25-inch copies of AppleWorks is easier than the documentation suggests; you do not have to put the SEG.WP and SEG.DB files on separate disks. Just launch the Patcher program and insert a fresh copy of your AppleWorks disk at the prompt.

The National AppleWorks Users Group (NAUG) is an association that supports AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the **AppleWorks Forum**.

Ignore those prompts if you use version 1.6 of the Patch Disk with 5.25-inch copies of AppleWorks. Instead, insert the Startup, Word Processor/Data Base, Spreadsheet, and Startup Disks in that order. (Yes, you must insert the Startup Disk twice.) Your computer might beep and blank the screen after installing the word processor patches. Just continue to insert the appropriate disks and press the Return Key; the process will continue normally.

You can check if you installed the patches correctly by issuing an Apple-? at the AppleWorks Main Menu and scrolling to the bottom of the Help Menu. AppleWorks will indicate whether you installed version 1.5 or 1.6 of the patches.

NAUG members can order version 1.61 of the Patch Disk from NAUG's Public Domain Library or can download the program from NAUG's bulletin board or from the NAUG areas on Compu-Serve, America Online, or GEnie.

Bulletin Board News

On August 1, NAUG will move its multi-line AppleWorks Bulletin Board, the Electronic Forum, from its current location in Flint, Michigan to Lewisburg, Tennessee. The board will be out of service from 8AM August 1 until 8AM August 3. The new telephone number will be (615) 359-8238. We apologize for any inconvenience this may cause members; we are making this move so Tim Harrison can continue as the System Operator.

Apple-Works Forum

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Remote Monitor Tip

Dear Cathleen,

I enjoyed your article in the May issue that described how to equip an Apple IIgs with two monitors and keyboards. NAUG members who cannot get a stable image on their remote monitor should consider a video signal amplifier available from Radio Shack (part #15-1102; \$19.95) and other dealers. This amplifier should let you use longer video cables and multiple monitors with your system.

Steve Beville
Spartanburg, South Carolina

[Ed: Make certain you get a video amplifier that accepts RCA connectors, not the "F" connectors found on most units.]

Printing on Half-Inch Labels

Dear Cathleen,

Is there any way to prepare label format reports that print on half-inch high labels? I put those labels on switch boxes, video and audio cassettes, and file folders. AppleWorks will not accept Page Length settings smaller than 1.0 inches in the Labels Report Format, and I end up wasting half of my labels.

Marilynn Russell
Tacoma, Washington

[Ed: The trick to printing on file folder labels, video and audio cassette labels, and other half-inch high labels is to create a report format that will print on one-inch labels. Also set the page length to one inch and define the printer so the "Accepts top of page command" setting is "No". AppleWorks will print on every other label. Then put the labels back in the printer (do not rewind them; they will get stuck in the printer), line up the print head with the first blank label, and print the second set of labels. AppleWorks will once again print on every other label.]

Although you must feed the labels through the printer twice, this technique makes it easy to print on the half-inch labels not supported by AppleWorks.]

Working with Multiple Data Bases

Dear NAUG:

I have six data base files with information about everyone who attended our high school reunions. When anyone moves, I have to find the correct file and sometimes update two or more records for the same person. Is there a better way to approach this problem?

Earl Buskness
Council Bluffs, Iowa

[Ed: I suggest that you consolidate your records into a single data base file that contains one record for each person. Include categories called "YEAR GRADUATED" and "YEARS ATTENDED" and enter the years each person attended (e.g., "85,89,90"). You can then use the Apple-R or Apple-F command to create any sub-set of records as if you had them in separate data base files.

One of the keys to working with data bases is to create as few separate files as possible. For example, you should have only one name and address file for everyone you know. Then assign different codes to friends, relatives, business associates and the like. That insures you will only have one record for each individual and makes it easy to find and update your data. For more information about using codes in data base files, see the article entitled "Using Codes Instead of Names and Words" in the AppleWorks Handbook—Volume One.]

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How to Solve AppleWorks Printer Problems

by Warren Williams

This article describes how a computer and printer communicate. You can use the techniques described in this article to avoid and recover from keyboard lock-ups that occur when you issue a Print Command.

A computer often works differently than it seems. For example, a character appears on the screen when you press a key. There seems to be a direct connection between the keyboard and the computer display, but there is no direct link between what you type and what you see. The computer processes every keypress; it is the computer that determines what appears on the screen. Computers can be programmed to display different characters when you press a key; that is how they display different languages.

Printing is another operation that works differently than it looks.

How Computers and Printers "Talk"

Printers are much slower than computers. An Apple computer can send more than 960 characters per second to a printer, but most printers cannot print faster than 180 characters each second. There must be a way for the printer to tell the computer to stop sending characters, otherwise the printer quickly falls behind and starts losing characters sent by the computer.

The computer and printer use a two-way communications link to control the flow of data to the printer. The nature of this link depends on the printer, interface card, and cable. To complicate matters, there are different ways that printers control the flow of information from the computer. Some printers send out a message each time they are ready to print a character. The computer sends one character and waits for the printer to send a confirmation that it is ready for the next character. This

guarantees that the printer is ready for each character sent by the computer and helps insure against the loss of characters when you print. ImageWriter I printers and parallel printers use this communications system when connected to an Apple IIe.

Why the Print Command Locks Your Computer

Picture what happens if you issue a Print Command and your printer is turned off or if the cable between the computer and printer is loose. The computer sends the first character to the printer and waits for a response. The printer is turned off, is disconnected, or is off-line, so it sends no response to the computer. When this happens, your computer locks up. The AppleWorks cursor does not appear on the screen and the computer ignores all other input. You can press the Escape Key or bombard your computer with the most powerful keystrokes or verbal invective ... it sits patiently waiting for a signal that says the printer is ready to accept the next character.

This problem occurs more frequently than you might expect. Imagine you are working on an AppleWorks document with your printer turned off. You try to delete a line of text by typing an Apple-Y("Yank"), but instead enter an Apple-H (print a hard copy of the screen). AppleWorks tries to print an image of the screen, but the printer is off and cannot send a message that it received the first character. Your computer waits for that message and ignores all other activities. As a result, the AppleWorks cursor disappears from the screen and the program locks up.

The solution to this problem is to turn on the printer and make certain the Select light is on. If that does not work, check for other possible causes of the problem. Make certain the cables connecting the computer and printer are plugged securely into each device. Open the cover of the computer and wiggle the printer interface card to make certain it sits firmly in its socket. Check to see that there is paper in the printer and that the covers on the printer are installed correctly. If you have a daisy wheel printer, make certain the single-use ribbon is installed correctly and that there is still usable ribbon left on the spool; daisy wheel printers stop when they use up their ribbons.

What If Nothing Happens When You Print?

Other printers, like the ImageWriter II, control the flow of data by sending a signal that tells the computer to stop sending information. With this system, the computer sends information until it gets a "stop signal". AppleWorks waits as long as the stop signal continues; operation resumes when the computer no longer receives the stop signal.

You can tell if your printer functions this way by unplugging the cable connecting the computer and printer and telling AppleWorks to print a document. AppleWorks will send the entire document down the printer cable to the non-functioning printer. Your computer will not lock up if your printer uses these "stop sending" signals.

These printers are less likely to lock up your computer. If a cable is loose or if the printer is off, the computer does not get a "stop sending" signal. As a result, AppleWorks will send your document to a printer that is either not connected or is turned off. The program pauses while it transmits the document, but then resumes normal operations.

This is aggravating, but less serious than the problem described earlier where the printer can lock up your computer. With an ImageWriter II, you can save your work on a disk and print the document on a different computer.

ImageWriter II Lock-ups

Unfortunately, the ImageWriter II can also lock up your computer. However, the cause of this problem is usually easy to identify and correct.

Your system will freeze if you try to print with the Select light off or with the red "error" light on. AppleWorks displays the usual "Press the Escape Key to cancel this printing" message, but nothing happens and the computer ignores your input from the keyboard.

If there is no red light glowing on the printer control panel, press the Select button to start the printer. If the printer displays a red error light, check to make certain the front cover is in place and that there is paper in the printer. When the red light goes off, press the Select button and the computer should print. If you still cannot print, disconnect the cable from the printer (that terminates the "stop sending" signal), save your work with the Apple-S command, and continue to diagnose the problem.

Printing Problems Caused by AppleWorks

If these steps do not start your printer, your problem may be caused by the printer configuration on your copy of AppleWorks, not by your hardware.

AppleWorks can control up to three separate printers connected to different "slots" or "ports" on the computer. You must tell AppleWorks the correct location of your printer interface and cable connection. Otherwise, the program cannot find the printer and either locks up or transmits your document to a non-existent device.

Try the test described in the sidebar "How to Diagnose the Problem". If AppleWorks is the problem, check if your AppleWorks printer setup specifies the correct "port" or "slot" in your computer. Also make certain that you defined the Apple-H printer correctly. AppleWorks might be sending your message to a non-existent printer or an incorrect port or slot.

The Most Important Lessons

No matter what causes your printing problem, there are two important lessons to remember:

1. Your printer can lock up your system and cause you to lose everything in memory. Always save your work before you try to print.
2. Suspect your printer whenever AppleWorks locks up. Leave your printer on when you work. If AppleWorks locks up, turn the printer off and

How to Diagnose the Problem

Here is the ultimate test to determine if your computer lock-up is caused by AppleWorks or your hardware (I assume that your printer is connected to the built-in printer port in the Apple IIc, IIc Plus, or IIgs or to an interface card plugged into Slot 1 of an Apple IIe.):

1. Make certain your printer is turned on, is loaded with paper, is connected to your computer, and the Select light is on.
2. Prepare a disk that has only two files: ProDOS and BASIC.SYSTEM.
3. Boot your computer with the ProDOS/ BASIC.SYSTEM disk. You will get the "J" prompt on the screen to indicate you are in the BASIC language.
4. Type PR#1 and press the Return Key.
5. Type the word "Hello" and press the Return Key. Don't be concerned if your typing does not appear on the screen.

Your printer should now print "Hello" followed by "?SYNTAX ERROR". If it prints just the letter "H", the fault is usually in the printer cable or connections. If it prints garbled text, the problem is usually in the switch settings on your interface card or in the Control Panel settings on an Apple IIgs. If nothing prints, you will need help determining if the problem is in the cable or interface card settings.

If "Hello" and "?SYNTAX ERROR" print, your hardware works correctly; check the printer configuration in your copy of AppleWorks.

back on. Check the printer cable and interface card, and make certain the Select light is on and the error light is off. If that does not solve the problem, unplug the printer cable from the back of the computer and see if that helps.

In any case, remember that issuing an Apple-S command before you print insures that your work is preserved even if the printer locks up your system.

Special Offers

Special Offers for NAUG Members

MECC

NAUG members can now get discounts of 40-55% on *Introduction to AppleWorks GS*, MECC's tutorial and instructional guide to AppleWorks GS (AWGS). The nine lessons in the spiral bound, 182-page *Introduction to AppleWorks GS* manual describe how to use AWGS' word processing, spreadsheet, data base, page layout, graphics, and communications modules to design and implement a simulated school fund-raiser. The package includes the manual and a 3.5-inch activity disk.

Introduction to AppleWorks GS usually sells for \$29. Until September 30, NAUG members can buy 1-15 copies of the MECC package for \$17 per copy, 16-30 copies for \$15, and more than 30 copies for \$13. Refer to "Promotion AWG" when you order. [Minnesota Educational Computer Corporation, 3490 Lexington Avenue North, St. Paul, Minnesota 55126; (800) 228-3504 x. 527. In Minnesota: (800) 782-0032 x. 527. In Canada: (800) 663-9772.]

Quality Computers

Quality Computers recently announced the release of SuperPatch 8.0, the latest version of John Link's popular AppleWorks customization program. SuperPatch 8.0 includes all the patches available in earlier versions of the program and resolves all interactions between SuperPatch, the AppleWorks Patch Disk, and Beagle Bros' Companion Plus. SuperPatch 8.0 also includes drivers that let HP DeskJet 500 and Apple PostScript LaserWriter owners generate high quality, proportionally spaced output from their printers with AppleWorks.

Owners of earlier versions can upgrade to SuperPatch 8.0 for \$12 plus \$3 s/h. Until September 1, NAUG members can get SuperPatch 8.0 for \$24.95 (list price: \$39.95). Identify yourself as a NAUG member when you order the program or update. Order directly from Quality. Anyone who bought SuperPatch 7.0 after May 1 should request a free update to version 8.0. [Quality Computers, Box 665, St. Clair Shores, Michigan 48080; (800) 443-6697.]

MOVING?

Remember to notify NAUG if you change your address. Do not rely on the post office to forward your mail; you may miss some issues. Send address changes to NAUG; Box 87453; Canton, MI 48187.

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Outliner: A Thought Processor, Personal Organizer, and More

by Wade Spafford

Just about the time I think that AppleWorks is at the peak of its development, an ingenious programmer adds more features to the program. I now have more than 75 tools built into my copy of AppleWorks 3.0, and I just added Outliner, another transparent marvel that waits for a keystroke to come alive.

Outliner is Randy Brandt's outline processor that works within AppleWorks. Once you install the program, a simple keystroke lets you build an outline. Each outline can contain up to seven levels of subtopics; each subtopic can contain up to 250 ideas. You can view the entire outline or can hide all but the main ideas while you organize your thoughts. You can move ideas from one location to another; all subsidiary ideas automatically follow their parent. Outliner also lets you attach "body text" to your ideas; later you can delete the outline and preserve the text in a word processor document.

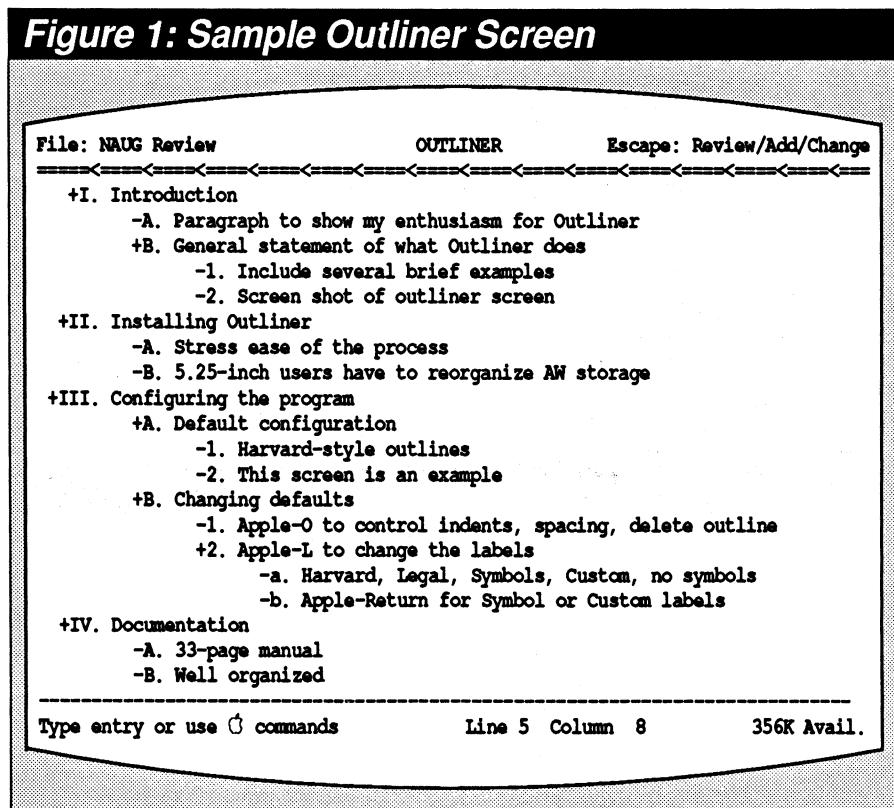
Outliner is as much a list and idea organizer as it is a writer's tool. The program makes it easy to maintain "to do" lists, catalogs, schedules, address books, medical records, genealogies, research notes, resumes, check lists, shopping lists, catalogs, and course outlines.

Figure 1 shows an Outliner screen with the outline for this article. *Figure 2* demonstrates how to use Outliner to maintain a daily "to do" list.

Installation

Installing Outliner is an easy, menu-driven process;

Figure 1: Sample Outliner Screen



all you do is boot your computer with the Outliner disk and select "Install" from the menu. If you have a 3.5-inch or hard disk, the program will install all the necessary routines into your working copy of AppleWorks. The documentation also describes how to install Outliner on 5.25-inch disk copies of AppleWorks; the process is easy, but requires you to copy one AppleWorks segment onto a separate disk.

Configuring the Program

Outliner assumes that you want to produce Harvard style outlines with Roman numerals and pre-set indents as in *Figure 1*. However, the Configuration program on the disk lets you change these default settings.

Software Review...

Figure 2: Using Outliner for a "To Do" List

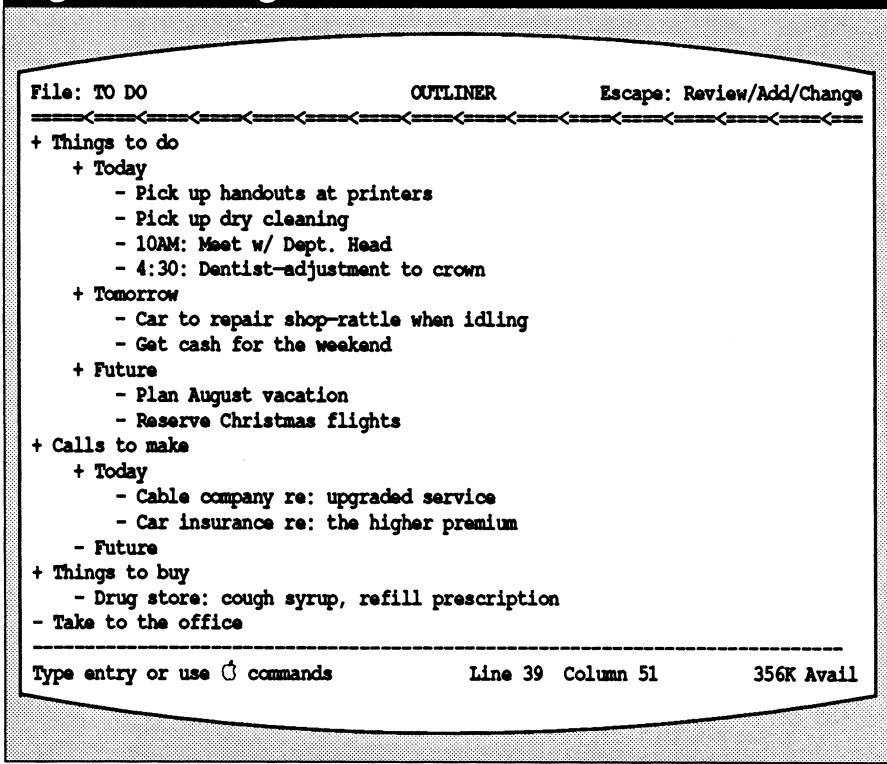
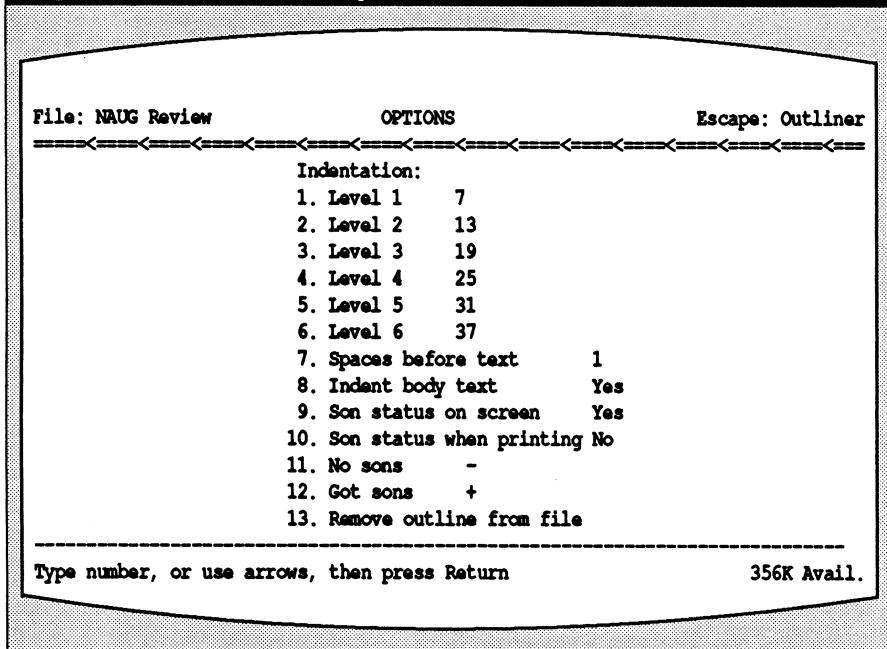


Figure 3: Outliner Options Menu



Outliner also lets you change the format of any outline without changing the defaults. Just issue an Apple-O to access the Options Menu with any outline on the screen and you can control the number of spaces Outliner indents each level, set other spacing options, and delete the outline from the file (see Figure 3).

Outliner makes it easy to change the labels in front of each item. Choices include Harvard and Legal style numbering systems, a pre-set series of symbols, or any custom labelling system you develop. The "To Do" list in Figure 2 depicts the Outliner display when you tell the program not to label the outline. The "+" symbols indicate there are subsidiary ideas; the "-" indicates the lack of lower-level entries.

Changing the settings is an easy, menu-driven process; all the operations are intuitive with one exception: You have to enter an Apple-Return to select Symbol or Custom labels. Outliner immediately implements the changes you make to the Options and Labels settings; you can toggle between different settings until you get the format you want for your outline.

Ease of Use

The 33-page Outliner manual includes a three-step tutorial that teaches you how to create a "to do" list, how to manipulate a sample outline, and how to use Outliner to maintain an appointment calendar. The Outliner disk includes the necessary sample files and demonstrations of other innovative uses for the program.

It might take you a while to get used to Outliner's terminology. Outliner calls subtopics "levels" and names the different levels of an outline as male descendants such as "father", "son", "brother", and "uncle".

Outliner uses Open-Apple commands to invoke its features; most of which are consistent with the commands used in AppleWorks. For example, Apple-D deletes, Apple-M moves, Apple-C copies, and Apple-P prints. Other Outliner commands will surprise you. For example, Outliner's Apple-S

Software Review...

command opens a new "son" to accept additional entries and does not save your work. Apple-N adds a new line to the outline instead of letting you rename the file. Apple-R reveals all hidden body text. At first you will need Outliner's excellent on-line Apple-? Help Menu (see *Figure 4*) to remind you of these commands, but you will soon get comfortable with the differences.

I found Outliner easy to learn and use; it should take no more than 60-90 minutes to install the program and become comfortable with its operation.

Preparing Long Documents

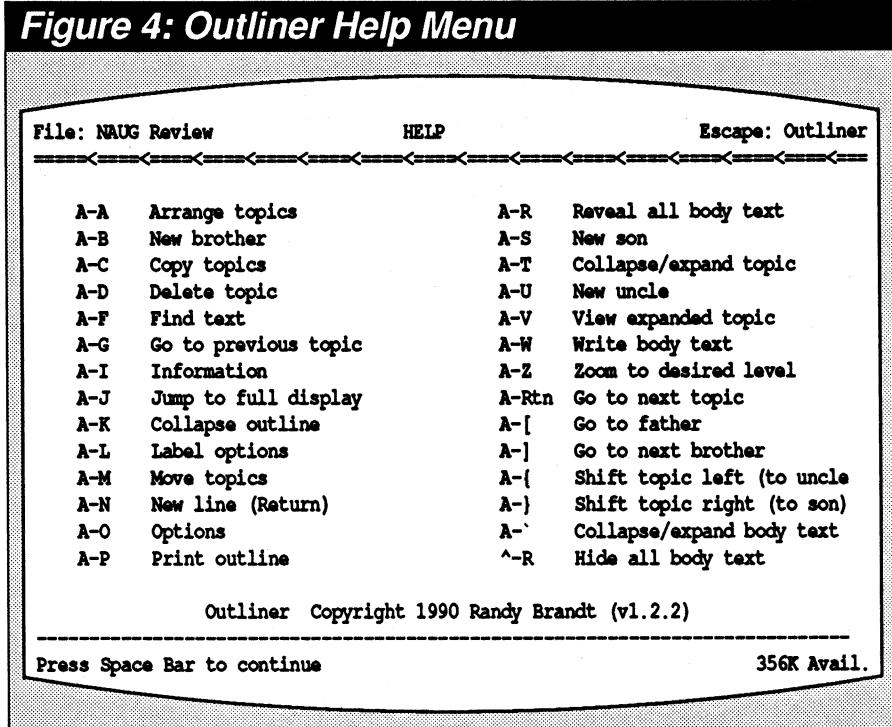
Outliner's flexibility invites you to use the program in different ways. I use Outliner to maintain my lists, particularly my "to do" list. However, these lists do not use one of the program's most powerful features; the ability to manipulate "body text".

Body text consists of paragraphs of text that Outliner automatically "attaches" to an outline; the text becomes an integral part of the outline but can be hidden from view. You can also preserve the body text but delete the outline from the document; that lets you use the body text as the basis for a final report or article.

For example, I used Outliner's body text feature to write this review. First, I prepared an outline listing the major topics and subtopics for the article. Then I rearranged the list into a more meaningful pattern. As I worked, I would occasionally put the cursor on an idea and issue an Apple-W command (for "Write Body Text"). I would write a paragraph or two about the idea and then issue a Control-R to hide the body text and resume work on the outline. I could always use the Apple-` or Control-R commands to re-display the hidden text.

When I was done with the outline, I went to the Option Menu, selected choice #13 ("Remove outline from file") and removed the outline. That left a word processor document containing the para-

Figure 4: Outliner Help Menu



graphs I wrote for the review. All that remained was the need to edit the document and write transitions to link the paragraphs.

Speed and Convenience

Outliner works within AppleWorks and is just as fast as its parent program. The program works without disk swaps or delays (the arranging, copying, and moving operations are incredibly fast) and does not use any of your AppleWorks desktop memory. Outliner runs comfortably on a 128K, 5.25-inch disk drive system.

Outliner is compatible with most AppleWorks enhancements; you will appreciate the ability to use UltraMacros and most of the TimeOut modules while working on an outline. I was able to use TimeOut WordCount, Page Preview, and Quick-Spell while preparing this article. The exception is TimeOut Thesaurus; your screen will go blank and the computer will freeze if you launch Thesaurus from within an outline. (To use Thesaurus with Outliner, press the Escape Key to leave Outliner, and then invoke Thesaurus.)

Compatibility with UltraMacros

You do not need any other enhancement to run Outliner, but since Randy Brandt wrote both Out-

How to Preserve Your Outlines

The Outliner command that deletes the outline from a document is a powerful feature. However, you must be careful because the command is irreversible; there is no way to recover the original outline.

I suggest that you develop a file naming convention that preserves both your original outline and the final document. For example, you can add the suffix ".O" (for "Outline") to the end of every file name that contains an outline. Then follow these steps when you want to strip the outline from the complete file:

1. Save the complete outline. Then press the Escape Key to leave Outliner.
2. Issue an Apple-N command and remove the ".O" from the end of the file name.
3. Return to Outline mode, issue an Apple-O, and strip the outline. Then save the file.

This procedure preserves both the original complete outline and the body text. This naming convention will list both files together in the disk directory.

liner and UltraMacros, it isn't surprising to find some useful Outliner macros on the program disk. The macros are self-documented. If you own UltraMacros, I suggest that you customize and add the macros to your collection of task files.

Bugs and Problems

I found no significant bugs in the current version of Outliner. The program now prints its output as attractively on paper as it appears on the screen. (Earlier versions of Outliner used the AppleWorks print routines and did not print multi-line entries correctly.) The new routines work flawlessly and let you send an outline directly to the printer or to the clipboard for use in another word processor file.

Outliner proved incompatible with the single word-checking feature of TimeOut QuickSpell. When you invoke the "This Word" option, QuickSpell checks the wrong word. However, you can use QuickSpell to check the entire document while using Outliner.

Version 1.2.2 does not eliminate one other minor problem that appeared in earlier versions of Outliner; the word wrap in body text occasionally adds a

space between the first letter and the rest of the word when it wraps to the next line.

Conclusion

Outliner adds important functionality to AppleWorks. The program makes it easier for me to manage my lists and calendar, and makes the writing tasks I face less daunting. I consider Outliner an excellent value and an outstanding enhancement to AppleWorks; I routinely find myself turning to Outliner to help me organize my thoughts and words.

[Wade Spafford owns *Insight*, a Cleveland (Ohio) company that provides multiple services to other small businesses.]

[Outliner costs \$69.95 from Beagle Bros, 6215 Ferris Square, Suite 100, San Diego, CA 92121; (800) 345-1750. The program costs \$39.95 plus \$3.50 s/h from NAUG.]

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How to Run AppleWorks on a Macintosh LC

by Cathleen Merritt and Warren Williams

NAUG's early tests suggest that Apple Computer did an excellent job developing a totally AppleWorks-compatible Apple IIe emulator for Macintosh LC computers. It takes less than two minutes to open the LC case, install the card in the computer, and copy the accompanying IIe Startup Disk onto the Macintosh hard disk. You can then run any version of AppleWorks Classic (*not* AppleWorks GS) as if you were working on an Apple IIe. We had no difficulty using any of the popular AppleWorks enhancements and patches.

Despite this compatibility, NAUG members who use AppleWorks on their new LC computers encounter some unexpected problems and raise some interesting questions.

Q: AppleWorks runs significantly slower on my Macintosh LC than it did on my IIgs. Is that because the Macintosh is emulating an Apple IIe and not a IIgs?

A: No, AppleWorks can run almost as fast on an emulator-equipped LC as on a IIgs. However, you are probably running the Apple IIe emulation card at its slower (standard IIe) speed. To change the speed, launch the IIe emulator software and issue an Apple-Control-Escape to go to the IIe Control Panel. Then click on the "Fast" speed and click on "Restart IIe". The emulator will now run twice as fast as a standard IIe and only slightly slower than an Apple IIgs.

Q: There is no button on the built-in 3.5-inch disk drive. How can I eject my AppleWorks Program Disk when I want to insert a data disk?

A: There are at least three ways to eject a disk from the built-in drive in the Macintosh.

1. Issue an Apple-Control-Escape to invoke the IIe Control Panel. Then click on the appropriate "Eject" icon at the bottom of the screen.
2. Issue an Apple-Shift-1. Apple-Shift-1 is a Macintosh command that ejects the disk.
3. Unbend a metal paper clip and insert the wire into the hole to the right of the drive. Press firmly inward to eject the disk.

Use the first two methods whenever possible.

Q: AppleWorks starts to boot normally but then displays the message "Unable to load /APPLEWORKS/SEG.XM" and locks up my computer. What is the problem?

A: The AppleWorks Program Disk includes different memory management routines that lets AppleWorks use the various memory configurations in Apple IIe and IIgs computers. The Apple emulator tricks AppleWorks into thinking it is running on an Apple IIe equipped with a peripheral slot memory card such as the Apple Memory Expansion Card or the Applied Engineering RamFactor card. SEG.XM is the AppleWorks memory manager program for that configuration.

You probably removed the file SEG.XM from your copy of AppleWorks. Since you don't need SEG.XM when you run AppleWorks on a 128K Apple IIe or IIc, a RamWorks-enhanced Apple IIe, or on an Apple IIgs, you didn't notice the missing program segment until you launched AppleWorks on your Apple IIe emulator-equipped LC.

Use any file copy program to copy SEG.XM from your original AppleWorks Program Disk onto your working disk. Then AppleWorks should run normally.

General Interest...

Macintosh System 7.0

As a service to NAUG members who also use Macintosh computers, NAUG's Public Domain Library now includes Apple Computer's Macintosh System 7.0.

System 7.0 comes on eight 800K 3.5-inch Macintosh disks; a ninth disk includes a HyperCard stack (requires HyperCard 1.2.2 or later) that describes how to install the software. The disks do not include HyperCard 2.1, the documentation, or the 90 days of free telephone support that come with the commercially distributed System 7.0, which costs \$99 from Apple dealers.

The nine disk set costs \$29 plus \$3 s/h from NAUG. Include your NAUG membership number with your order; our licensing agreement with Apple restricts our distribution of system software to NAUG members.

Visa and MasterCard accepted. Order from NAUG Public Domain Library, Box 87453, Canton, Michigan 48187; (313) 454-1115.

Q: How can I use the Macintosh mouse with AppleWorks?

A: Unenhanced versions of AppleWorks do not support a mouse. However, you can install Time-Out UltraMacros on your copy of AppleWorks and use the mouse connected to your Macintosh LC.

Q: AppleWorks runs well on my emulator-equipped LC, but the new keyboard drives me crazy. Whoever put the Escape Key next to the Space Bar is a masochist. Everyone knows that the Escape Key belongs in the upper left-hand corner of the keyboard above the Tab Key.

A: We share your feelings about the new Macintosh keyboard. We are presently trying to get and will gladly publish the home telephone number of whoever at Apple decided to relocate the Escape Key. All calls to that number should be made after midnight, Pacific Time.

Although we don't expect Apple to even admit its error, there are at least three ways to get the Escape Key back to its correct position on the keyboard. First, the Macintosh LC keyboard is a standard Apple Desktop Bus device and is interchangeable with keyboards from Apple IIgs computers and Macintosh SE, SE/30, and Macintosh II-series systems. You can use a keyboard from any one of those systems with your LC.

Second, you can use third-party Macintosh keyboards available from mail order Macintosh dealers. These keyboards place the Escape Key in the "correct" location and offer function keys you can program to launch your UltraMacros macros.

Finally, you can use Beagle Bros' *escape!* program to return the Escape Key to its rightful position. *escape!* patches the Macintosh System software so the upper left-hand key works like the Escape Key. You run *escape!* once and the program automatically remaps the keyboard each time you boot your computer. You must run *escape!* again to cancel those settings. The program comes with labels you attach to the keys to remind you of their new functions.

escape! lists for \$19.95 and is available for \$12.95 plus \$2.50 s/h from NAUG.

Q: I have two megabytes of memory in my LC, but AppleWorks only provides a 247K desktop on my system. Is there any way to get more desktop memory?

A: You can get more than 1 megabyte of available AppleWorks desktop with any IIe-emulator equipped Macintosh LC. You do not need to add additional memory to your system. Just issue an Apple-Control-Escape to access the IIe Control Panel. Then click on the icon of the memory card. Move the pointer to the Up-Arrow and click the mouse button until the allocated IIe memory reaches its 1024K maximum. Then click on "Restart IIe".

Q: I get into BASIC whenever I launch the IIe emulator on my LC. Then what should I do to launch AppleWorks?

A: Insert your 3.5-inch AppleWorks Program Disk in the internal drive on the LC. Then type PR#5 and press the Return Key. Type PR#6 if you want to launch a 5.25-inch copy of AppleWorks on an external drive.

Q: How can I launch AppleWorks automatically when I activate the IIe emulator?

A: Double click on the IIe Emulator or IIe Settings icon and immediately insert the AppleWorks Program Disk in a drive.

General Interest...

Q: How can I print from AppleWorks on my Macintosh LC?

A: That depends on which printer you use. The best output comes from laser and inkjet printers that support Epson emulation. However, you can use almost any AppleWorks-compatible serial printer when you run the Apple II emulator on the LC. Follow these directions for different printers.

ImageWriter:

1. Connect the ImageWriter to the LC with a standard Mini-Din 8 cable. That is the same cable you use to connect a IIgs to the ImageWriter.
2. Boot the Macintosh and select the Chooser from the Apple Menu. Click on the ImageWriter icon and enter any name for your computer. Make certain AppleTalk is inactive. Then close the Chooser box.
3. Launch AppleWorks.

Your Macintosh will now work like an Apple IIe with an ImageWriter printer connected to Slot 1.

LaserWriter:

Apple's LaserWriter printers offer a Diablo emulation mode. The Diablo is a Daisy Wheel printer, and Apple's implementation of this emulator supports only monospaced Courier output. (Samples of that output appear in the manual that came with your printer.) Follow these steps to use a LaserWriter when you run AppleWorks on your LC:

1. Set the DIP switches or turn the dial on the LaserWriter to Diablo 630 emulation mode.
2. Use an ImageWriter I printer cable to connect the printer to the Macintosh LC.
3. Launch AppleWorks and add a Custom Printer to the Printer Menu. Indicate that it's a Diablo connected to Slot 1. Enter the printer codes for that printer. (Those codes appear on NAUG's AppleWorks Printer Code Wall Chart (\$6.95, postpaid) and on the AppleWorks 3.0 disk in the Printer Codes file. The pathname to this file is /APPLEWORKS/SAMPLE.FILES/ADVANCED.) SuperPatch 6.1 or later can automatically install these codes in AppleWorks.

Remember to change the DIP switches or dial on the LaserWriter back to the standard setting after you leave AppleWorks.

Epson-Emulating Printers:

Laser and inkjet printers that support Epson-emulation offer the best output from AppleWorks. Follow these steps to use an Epson-emulating printer with AppleWorks running on a Macintosh LC:

1. Connect the Macintosh to the serial port on the printer.
2. Configure the printer for Epson FX emulation mode. This process depends on your printer. Some units use DIP switch settings. You control other printers by pressing buttons on the front panel.
3. Launch AppleWorks and install an Epson FX printer in the AppleWorks Printer Menu. Indicate this printer is connected to Slot 1.
4. Print a document. If the document prints, you correctly installed your printer. If the document does not print, you will have to change the serial port settings in the Macintosh. Proceed as follows:
 - A. With AppleWorks on the screen, issue an Apple-Control-Escape to access the IIe Control Panel.
 - B. Click on the Down-Arrow to scroll down the list of devices until the Printer Port icon appears.
 - C. Click on the Printer Port icon.
 - D. Click on "Other (use settings below)".
 - E. Change the settings listed under "Port Characteristics" so they correspond to the serial port settings required by your printer.
 - F. Click on "Continue".
 - G. Click on "Restart IIe".

Q: How can I store AppleWorks and my AppleWorks data files on the hard drive built into my Macintosh LC?

A: Unfortunately, there is no way to partition the built-in LC hard disk to accept ProDOS files. Thus,

General Interest...

you cannot presently store AppleWorks, AppleWorks data files, or any other ProDOS file on a hard disk connected to the LC. We hope that some enterprising developer will find a way to establish a ProDOS partition on the Macintosh disk.

Q: Is there any way to set up a RAM disk on my LC to speed up the AppleWorks spell checker?

A: It is easy for an experienced AppleWorks user to establish a RAM disk on an emulator-equipped LC.

The IIe emulator automatically allocates all its memory to a RAM disk called /RAM7. You can store programs, dictionaries, and other data files on /RAM7. AppleWorks uses all remaining space in /RAM7 for desktop memory, but does not delete any files you stored in that RAM disk before you launched AppleWorks. Therefore, the trick is to store your spelling and Thesaurus dictionaries and other program and data files on /RAM7 before you launch AppleWorks. That lets you use as much of /RAM7 as you need for a RAM disk and lets AppleWorks use the remainder of /RAM7 for desktop memory.

AppleWorks expects to find its directories on the device you use to launch the program; thus you must patch AppleWorks so it looks on /RAM7 for its dictionaries.

The best approach is to use JEM Software's SpellCopy program. SpellCopy can patch AppleWorks so it can find its dictionaries on /RAM7 and can also copy the dictionaries and any other files you specify onto /RAM7 at bootup. All you do is configure SpellCopy and install the program on your AppleWorks disk. When you launch your SpellCopy-enhanced AppleWorks, file copying and dictionary recognition are automatic. Beagle Bros' new Companion Plus disk also includes SpellCopy. (SpellCopy costs \$12.50 plus \$3.50 s/h from JEM Software, 7578 Lamar Court, Arvada, Colorado 80003. Orders only: (303) 422-4856. Companion Plus lists for \$49.95 but is available from NAUG for \$29.95 plus \$3.50 s/h.)

John Link's SuperPatch 8.0 also includes patches that let you tell AppleWorks to look on /RAM7 for the spelling dictionaries. You use a file copy pro-

gram such as Copy II+ to copy the spelling dictionaries onto /RAM7 and then launch your SuperPatch-patched copy of AppleWorks to enjoy spell checking at RAM-fast speeds. (SuperPatch 8.0 lists for \$39.95; until September 1, NAUG members can get SuperPatch for \$24.95 directly from Quality Computers; (800) 443-6697. Identify yourself as a NAUG member and mention this special offer when you call.)

Note that you cannot use FileMaster to load the dictionaries onto /RAM7 because FileMaster only works after you launch AppleWorks. Since AppleWorks automatically takes all available space on /RAM7, you cannot copy the spelling dictionaries onto the RAM disk after launching the program. ■■■

[Cathleen Merritt is the Director of NAUG and is the Editor of the AppleWorks Forum.]

[Dr. Warren Williams is on the faculty at Eastern Michigan University where he teaches courses in the Educational Technology program. He is the President of NAUG and is a frequent contributor to the AppleWorks Forum.]

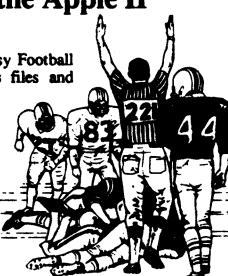
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A Smarter Way to Use Smart Save

by Terry Nagel

AppleWorks 3.0's "Smart Save" feature makes it easy to save files in subdirectories. Just issue an Apple-Control-S and AppleWorks 3.0 automatically saves a file back to its original subdirectory and resets the current pathname to the pathname of the file you just Smart Saved.

Unfortunately, the Smart Save command only works with documents you loaded onto the desktop from a disk. The command does not know where you want to store new documents you create; it just stores those documents in the current subdirectory.

Here is a technique that uses the Smart Save command to make it easy to switch between subdirectories. You can use this procedure to set the current pathname with just one or two keystrokes.

1. Create an empty word processor file in each subdirectory and give that file the same name you assigned to the subdirectory. For example, create an empty file called REAL.ESTATE in the /DATA/CLIENTS/REAL.ESTATE subdirectory.
2. At the beginning of the day, load the four or five dummy files onto the AppleWorks desktop from the different subdirectories. Then follow these steps whenever you want to store a new document or change directories:
 - A. Issue an Apple-Q and switch to the file that comes from the subdirectory you want to set as the current pathname. For example, select the REAL.ESTATE document from the Desktop Index to change the pathname to /DATA/CLIENTS/REAL.ESTATE.
 - B. Issue an Apple-Control-S to save the empty document and to reset the current pathname.
 - C. Issue another Apple-Q and switch back to the file you want to save.

- D. Issue an Apple-S to save that file in the current subdirectory.

It takes a few moments to load these files onto the desktop each morning, but you will never again worry about losing your files in the wrong subdirectory.

[Terry Nagel uses AppleWorks to manage his law practice in Springfield, Massachusetts.]

AppleWorks News

Steve Beville

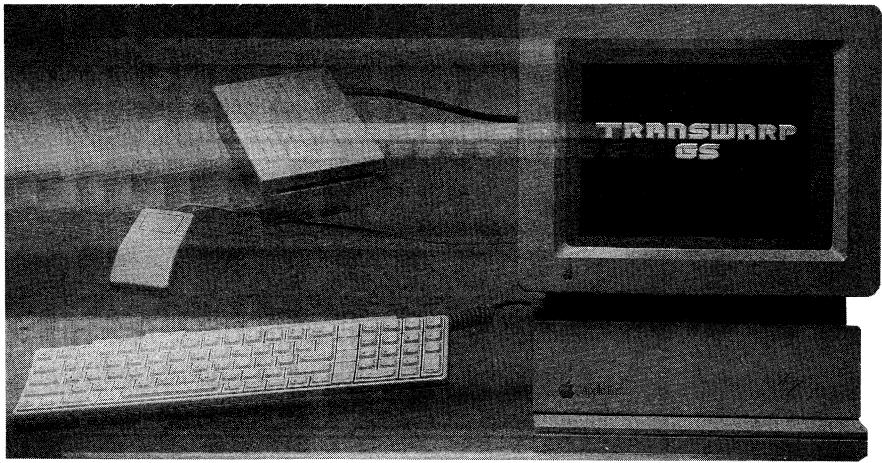
Macro programmer Steve Beville announced the release of ADD CAT, an UltraMacros Task File that adds new categories to an existing AppleWorks database without losing previously defined report formats. ADD CAT requires UltraMacros 3.1 and AppleWorks 3.0 and runs entirely within AppleWorks. ADD CAT lists for \$6.50 plus \$1.50 s/h; NAUG members can buy ADD CAT directly from the author for \$5.00 plus \$1.50 s/h. *[Steve Beville, 3392 Glenn Springs Road, Spartanburg, SC 29302; (803) 582-3687.]*

Bill Heinemann

NAUG members who own Applied Ingenuity hard disk drives and memory cards can now get those products repaired at reasonable prices by Apple expert Bill Heinemann. The cost is \$40 for most repairs, which includes one hour of labor and return shipping. Parts are extra.

Mr. Heinemann also modifies ZipGSX accelerator boards so they operate at 12 megahertz. Costs range from \$300 - \$500 depending on the amount of cache you want added to the board.

Our thanks to NAUG member John Graham for reporting the excellent service provided by Mr. Heinemann. *[Bill Heinemann, 7734 S. Broadway Road, Whittier, California 90606; (213) 695-3966 between 8am - 9am or 8pm - midnight Pacific time.]*



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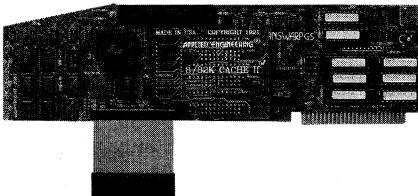
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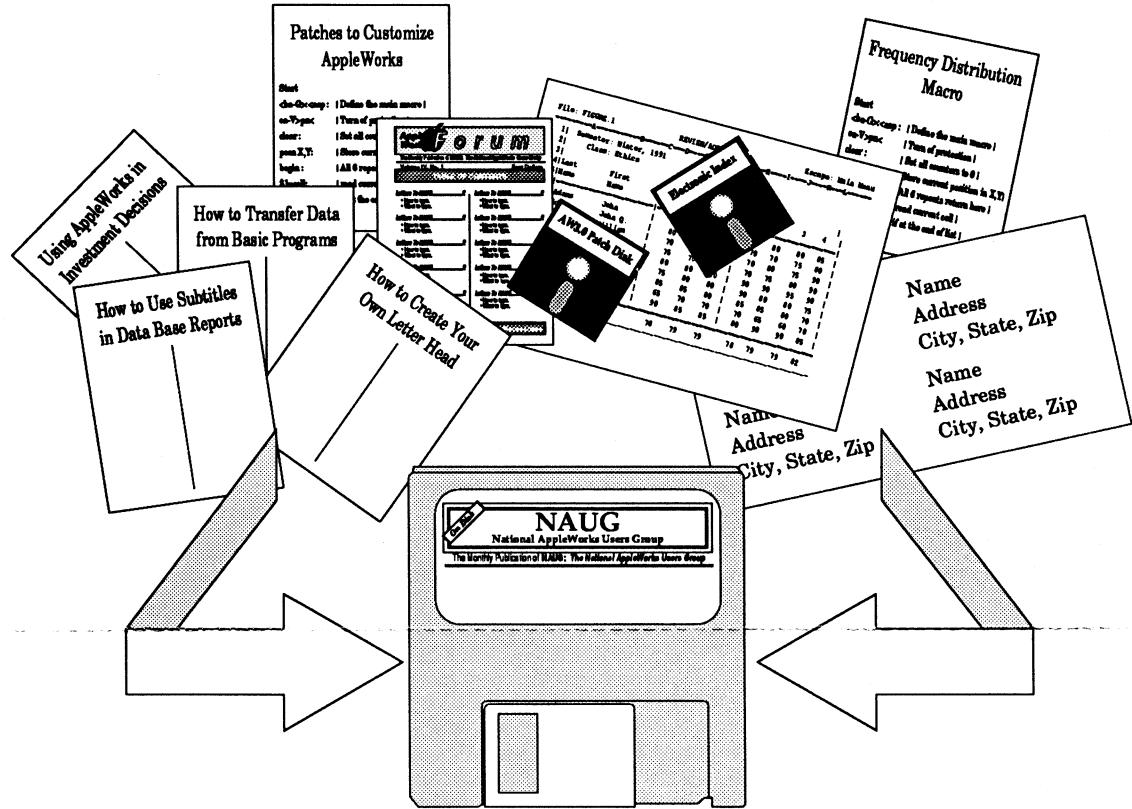
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Updates to NAUG's Electronic Index, an AppleWorks data base file that makes it easy to find any article in the back issues of the *AppleWorks Forum*.

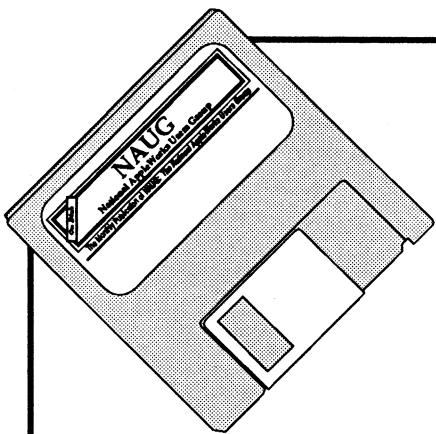
- **Public domain templates, utilities, and programs**

The new public domain templates, utilities, and programs added to the NAUG library that month. A convenient and inexpensive way to update your collection of AppleWorks templates, programs, and utilities.

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Articles not yet printed in the *AppleWorks Forum*. These articles suggest techniques and ideas to help you enhance your AppleWorks productivity. Articles include a balance of items of interest to novice and advanced AppleWorks users.

NAUG on Disk*



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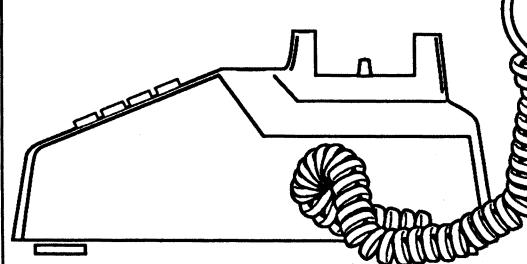
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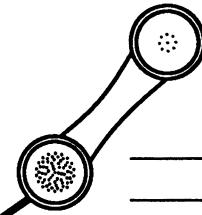
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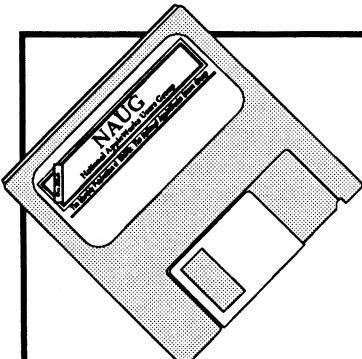
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A Checkbook Register Template

by Stan Hecker

Keeping track of deposits, withdrawals, checks, interest, and bank fees is an excellent way to become comfortable with the AppleWorks spreadsheet module. And judging from the number of submissions of user-developed and commercially available checkbook register templates, using AppleWorks to maintain a checkbook register is a popular time-saver.

Even the simplest checkbook templates offer a check and deposit register and a way to balance your check register to the bank statement. The more complex templates prepare income and expense summaries, maintain a record of your tax deductions, and record other useful financial information.

This month, I will describe a checkbook register template submitted by Irving Tessel, of Los Angeles, California (see *Figure 1*). At first glance, Mr. Tessel's spreadsheet template looks simple. However, its apparent simplicity hides some elegant logic that is generalizable outside the world of personal financial management.

You will need AppleWorks 3.0 and 30K of desktop memory to use this template. As described in this article, the model supports 100 transactions each month. (You can easily expand the template to accommodate more transactions by copying the formulas further down the spreadsheet and adjusting the formulas in cells V10 and V13 accordingly.)

I will assume that you know the basics of the spreadsheet module and that you use version 3.0 of AppleWorks.

Start with a Vertical Line

Start by creating a separate AppleWorks spreadsheet called "Line Template" that contains a vertical line in column A. Center the line in the column. You can use that line whenever you need a vertical line in any spreadsheet template. [Ed: See the article entitled "How to Add Vertical Lines to

a Spreadsheet" in the July 1990 issue of the *AppleWorks Forum* for step-by-step directions that describe how to develop vertical lines for an AppleWorks spreadsheet.]

Build the Template

Now you are ready to build the check register template. Continue as follows:

1. Start a new AppleWorks spreadsheet named "Check Template". Save the template to disk occasionally to preserve your work.
 2. Issue an Apple-V command and set Calculation to "Manual". Turning off automatic calculation eliminates the delays that occur when AppleWorks recalculates each time you add a new element to your spreadsheet.
 3. Use Apple-V to set the standard "Value Format" to Comma format with two decimal places.
 4. AppleWorks' default column width is nine characters wide, which accepts positive numbers up to 9,999.99 and negative numbers as small as -999.99 in Comma format. If you (a) write checks or make deposits of more than \$9,999.99, (b) maintain a balance larger than \$9,999.99, or (c) overdraw your account by more than \$999.99, you should issue another Apple-V and change the default column width to ten characters.
 5. As you can see from *Figure 1*, columns B, D, F, H, J, L, N, P, R, and T will contain vertical lines. By centering the lines in columns that are three characters wide, you can insure a one-character space between the vertical line and any other character in the spreadsheet.
- Follow these steps to create those lines and establish the correct column widths:

My Favorite Template...

Figure 1: A Checkbook Template

REVIEW/ADD/CHANGE									
====A====B====C====D=====E=====F=====G=====H=====I=====J=====K=====L=====M=====N									
11									
21									
31									
41	Checkbook--February 1991								
51									
61									
71	Date	Deposit \$	Description		Check #	Check \$	Balance	Cleared	(1=Yes)
81	=====	=====	=====	=====	=====	=====	=====	=====	=====
91	2.01		Beginning Balance				1,523.58		
101	2.02	1,031.27	Paycheck 1/31/91				2,554.85		
111	2.05		Ladylike Realty—My rent	1752	975.00	1,579.85		1	
121	2.08		Krogers	1753	20.17	1,559.68		1	
131	2.10		First Evangelical Church	1754	25.00	1,534.68		1	
141	2.15	1,031.27	Paycheck 2/15/91				2,565.95		
151	2.18		Edison Electric	1755	52.06	2,513.89			
161	2.20	25.21	Interest on checking acct.				2,539.10		1
171									
181									

@IF (@OR (C16>0, I16>0), @SUM (K15+C16-I16), "")

- A. Switch to the Line Template and copy column A to the clipboard.
- B. Return to the Check Template and copy the line from the clipboard into columns B, D, F, H, J, L, N, P, R, and T.
- C. Use the Apple-L command to make the vertical line columns three characters wide. If you prepared the line template correctly, the vertical lines should now be centered in three-character wide columns.
6. Widen column E to 30 spaces and column U to 27 spaces.
7. Narrow columns A, G, and M to seven spaces.
8. You want room for 100 rows of entries. Issue an Apple-5 command to jump to the middle of the template and delete rows 101-200. (You can use the Apple-9 command to jump to the bottom of the spreadsheet after you indicate that you want to delete rows.)

Now you will enter the column headings and other labels. Continue as follows:

9. Issue an Apple-1 to jump to the top of the

spreadsheet. Then issue an Apple-I command and insert eight rows.

10. Type the labels, underscores, and equal signs from the first eight rows of *Figure 1* into your template. (Remember to type a quotation mark before entering an equal sign or hyphen.) Then save your work.
11. Column G will contain numbers you want to display in Fixed format. Put the cursor in cell G9, issue an Apple-L, select "Block" and issue an Apple-9 to highlight cells G9 through C108. Then indicate you want Value format, Fixed, with no decimal places. (You define the area as a "Block" so you can format the empty cells. Selecting "Row" or "Column" does not format the blank cells.)
(Unfortunately, AppleWorks will not let you display the check numbers in column O in the same Fixed format. See the sidebar entitled "Flexibility Forces Compromises" for a discussion of the problem you face formatting column O.)
12. Column M will contain a "flag" that indicates whether or not a check or deposit appears in the

My Favorite Template...

Escape: Main Menu

====O====P====Q====R====S====T====U====V=====

Outstanding		Reconciliation	
Check #	Checks	Deposits	
			Balance from Bank Statement 528.62
		1,031.27	Add: Deposits in Transit 2,062.54

			2,591.16
			Less: Outstanding Checks 52.06

			Checkbook Balance 2,539.10
1,755.00	52.06	1,031.27	
			@IF(M14=1, "", @IF(C14>0, C14, ""))
			@IF(O15>0, I15, "")
			@IF(M15=1, "", @IF(G15>0, G15, ""))

bank statement. Format the block of cells between M10 and M108 so all values appear in Fixed format with no decimal places.

13. Enter the label "Beginning Balance" in cell E9.

Now you will start entering the formulas. Proceed as follows:

14. Column K will display the checkbook balance. Put the cursor in cell K10 and type the formula `@IF(@OR(C10>0, I10>0), @SUM(K9+C10-I10), "")` into cell K10. That formula says: "If cell C10 or cell I10 contains a number greater than zero, add the value of the deposit and subtract the value of the check from the previous balance. If neither cell contains a number greater than zero, leave the cell blank." [Ed: For more information about using @IF, see the article entitled "Branching Spreadsheets: How to Use the @IF Function" in the May 1989 issue of the AppleWorks Forum. The article entitled "Using 'And/Or' Logic for More Powerful Applications" in the September 1989 issue describes how to use @AND and @OR.]

15. Copy the formula from cell K10 into cells K11

through K108. Respond with an Apple-R (for "Relative") when AppleWorks asks the "Reference to...?" question.

16. Columns O, Q, and S contain the template's account reconciliation system. Column O will display the check number of each outstanding check. Column Q will display the dollar value of the check and column S will display the value of all outstanding deposits.

Enter the formula

`@IF(M10=1, "", @IF(G10>0, G10, ""))` into cell O10 and copy the formula into cells O11 through O108. Use the Relative option. That formula says: "If there is a "1" in column M, the check cleared the bank and the spreadsheet should display a blank here. If column M is blank (which has a value of zero), the check has not cleared the bank; look for a number in column G. If there is a number in column G, display that number here."

17. Put the cursor in cell Q10 and enter the formula `@IF(O10>0, I10, "")` and copy the formula into cells Q11 through Q108. Use the Relative option. That formula says: "If there is a check number in col-

My Favorite Template...

umn O, then the check did not clear the bank; display the value of the check from column I here. If there is no check number in column O, then either the check cleared the bank or the transaction is a deposit; display a blank here."

18. Put the cursor in cell S10 and enter the formula `@IF(M10=1, "", @IF(C10>0, C10, ""))` and copy the formula into cells S11 through S108. Once again, use the Relative option. That formula says: "If the transaction cleared the bank, display a blank here. If column M is blank (which has a value of zero), the transaction did not clear the bank. If there is a value greater than zero in the Deposit column, display that number here. If the Deposit column is blank, leave this cell blank."

19. Type the formula `@SUM(S10...S108)` into cell V10. That formula sums the balance on the new bank statement and any deposits that were not recorded by the bank.

20. Type the formula `+V9+V10` in cell V12. That cell sums the balance on your bank statement and any deposits not included in that statement.

21. Type the formula `@SUM(Q10...Q108)` into cell V13. That computes the sum of all the outstanding checks.

22. Type the formula `+V12-V13` into cell V15. That computes your current checkbook balance.

23. Now you will use AppleWorks' protection feature to protect your work against errant key-strokes. First, you will protect the entire worksheet. Then you will lower the level of protection for the cells that will contain user-entered data. [Ed: See the article entitled "How to Improve Your Templates" in the June 1987 issue of the AppleWorks Forum for a step-by-step description of how to use AppleWorks' protection feature.] Proceed as follows:

- A. Put the cursor in cell A1, issue an Apple-L, and select the Block option. (Using the "Block" option lets you protect empty cells.)
- B. Issue an Apple-9 to highlight column A and an Apple-> to highlight the complete worksheet. Then press the Return Key.
- C. Select "Protection" and then "Nothing".

D. Now you will modify the spreadsheet so you can enter numbers and text in the various columns.

Use the Apple-L command to set the level of protection to "Values Only" for the block of cells between rows 10 and 108 in columns A, C, G, I, and M.

Set the protection to "Labels Only" for cells E10 through E108.

Set the protection to "Values Only" for cells K9 and V9.

24. Issue an Apple-O command and set the characters per inch setting to print the smallest characters you can produce on your printer. That lets you fit more columns across the page.

25. Move the cursor to cell A1 and issue an Apple-S command to save your work. Then test the template thoroughly with sample data.

26. Use TimeOut FileMaster or any other disk utility program to lock the file. That keeps you from accidentally over-writing your original template. [Ed: See the article entitled "How to Lock Your Templates" in the May 1991 issue of the AppleWorks Forum for specific directions that describe how to lock your templates.]

Using the Template

Now it is time to use the template. Proceed as follows:

1. Load a copy of the template onto your AppleWorks desktop.
2. Issue an Apple-N command and change the name of the file. Use a consistent format for the name that includes the month and year. For example, CHECKS.09.91 is an appropriate file name for your September 1991 data. (Expressing September as ".09" insures that September will appear before October when you list the AppleWorks file on the disk.) Start a new check register each month to speed up the calculations and end-of-month reconciliation.
3. Put the cursor in cell E4, issue an Apple-U command, and add the month and year after the existing text in that cell.

My Favorite Template...

Flexibility Forces Compromises

Some of the features of AppleWorks 3.0 force users to make choices. For example, consider AppleWorks 3.0's ability to display either numeric or label output from @IF, @CHOOSE, and @LOOKUP formulas.

AppleWorks only accepts one format for a cell. In the past, a cell displayed either a value or a label, and the limitation of either one value format or one label format per cell was not a problem. If the cell contained a label, you could control the label format. Similarly, you could change the value format of cells that displayed numbers.

However, a cell in AppleWorks 3.0 can sometimes display a label and other times display a value. What happens to cell formatting?

When the cell displays a value, AppleWorks accepts and displays any value format you enter for the cell. It will not accept nor display a label format. The obverse is true when the cell displays a label.

For example, consider column O in *Figure 1* in the accompanying article. The cells in that column look blank but actually contain an @IF formula that tells AppleWorks to display a blank. Since these cells presently display a label, AppleWorks will not accept the command to display values in Fixed format. As a result, AppleWorks will display any values that appear in this column in Comma format, the format set for this template with the Apple-V command.

In most cases you can use Apple-V to set the value and label formats you want to appear in the cells that change between value and label displays. However, you can use Apple-V to define only one value and one label format for each spreadsheet. That forces you to make compromises when you develop complex spreadsheets like the example in *Figure 1*.

4. Enter the bank's starting balance in cell K9. This is the ending balance from the previous month's bank statement.
5. Enter all the deposits and checks that did not appear on last month's bank statement. (Advanced AppleWorks users can move or copy the outstanding checks to the new month's register. However, make certain the formulas work after you transfer the data.)
6. Enter your checkbook entries just as you would in a handwritten checkbook register. Enter the

dates as decimal numbers. For example, February 23 becomes 2.23, and May 2 becomes 5.02.

You can enter these transactions in "real time" as you write your checks and make deposits or as a "batch" at the end of the month.

7. Issue an Apple-K to do all the necessary calculations.

Remember to save the renamed template to disk frequently as you work.

Reconciling the Account

Follow these steps to reconcile your account when you get your monthly bank statement:

1. Add any accrued interest to the month as a deposit. Also enter any fees or charges into the register as un-numbered "checks".
2. Enter the number "1" in the "Cleared?" column (column M) for all checks and deposits that appear on the bank statement. Also enter a "1" in this column to indicate that all interest and bank fees "cleared" the bank.
3. Enter the end-of-month account balance from the bank statement into cell V9.
4. Enter an Apple-K to reconcile your account. The checkbook balance in cell V15 should agree with the checkbook balance at the bottom of column K. If it does, you fulfilled your responsibilities for another month. If it does not balance, your AppleWorks template should make it easier to find the error.

[A working model of this template appears on the July 1991 edition of NAUG on Disk.]

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses.

Each month, Mr. Hecker writes about a member's favorite template. He asks that you be generous with your templates and be patient as he sorts through and works to understand them. Please send your favorite templates and a brief explanation of how they work to My Favorite Template, NAUG, Box 87453, Canton, Michigan 48187.]

How to Manage Dates Beyond the Year 2000

by Keith Johnson

When Robert Lissner wrote the first version of AppleWorks in 1982 and 1983, few could have guessed that the program would be so popular nearly a decade later. But as the 21st century approaches, a decision made in the early design of the program is starting to cause problems for AppleWorks users. I am referring to the way AppleWorks handles dates in its data base module.

AppleWorks assumes that all dates are in the 20th century. That saves space in memory and in data files because it lets AppleWorks act as if all years start with "19". The program doesn't even store the first two digits of the year. However, that makes it difficult for AppleWorks users to enter and store dates after December 31, 1999 in data base records.

Fixing the Format

Fortunately, there is a work-around for almost every AppleWorks problem, including this one.

One way to overcome this problem is to enter all dates in the format YYYY.MM.DD, where YYYY is a four digit year, MM is a two digit month, and DD is a two digit day of the month.

If you use this approach, you must enter all years as four digit numbers. All months and days must be two digits. For example, you must enter September 4, 1991 as 1991.09.04. You can arrange a column of such entries chronologically, numerically, or alphabetically; AppleWorks will arrange the data into the correct chronological order. [Ed: *You can also use this work-around in AppleWorks' spreadsheet module if you enter a quotation mark to declare the contents of each cell as a label. Alternatively, you can omit the period between MM and DD in all the cells and enter the dates as values.*]

What about Existing Files?

But what can you do about data that is already in chronological format? How can you change the existing dates to the new format?

The macro in *Figure 1* provides an answer; it converts existing chronological data into the new format.

Follow these steps to use the macro:

1. Add the macro to your current macro set and recompile the set of macros.
2. Display the data in multiple record layout.
3. Put the cursor at the top of the date column.
4. Press <ba-X>. UltraMacros will change the format for the first entry, move to the next record, and repeat the process until it changes the date in every record.

Technical Details

The macro in *Figure 1* assumes that you display your dates in the standard AppleWorks date format (month, date, year) and that a Return will take the cursor down one row; those are the standard AppleWorks defaults. It also assumes that all dates in your file fall between January 1, 1901 and December 31, 1999. Finally, it assumes that you use AppleWorks 3.0 and UltraMacros 3.1 (the "mid" function is not available in AppleWorks 2.1 and earlier).

The two lines marked by the inverse "1" in the macro perform some rudimentary error checking. \$5 = "X" puts the letter "X" in variable \$5. The macro then checks variable \$1 against all the possible month names and replaces the contents of \$5 with a two-digit number if it finds a month name.

My Favorite Macro...

Figure 1: Macro that Converts Dates

```
start
<ba-X>:<adb :
onerr stop :
$9 = cell :
$1 = left $9,3 :
$2 = mid $9,5,2 :
$3 = right $9,2 :
$5 = "X" :
if $1 = "Jan" then $5 = "01" : endif :
if $1 = "Feb" then $5 = "02" : endif :
if $1 = "Mar" then $5 = "03" : endif :
if $1 = "Apr" then $5 = "04" : endif :
if $1 = "May" then $5 = "05" : endif :
if $1 = "Jun" then $5 = "06" : endif :
if $1 = "Jul" then $5 = "07" : endif :
if $1 = "Aug" then $5 = "08" : endif :
if $1 = "Sep" then $5 = "09" : endif :
if $1 = "Oct" then $5 = "10" : endif :
if $1 = "Nov" then $5 = "11" : endif :
if $1 = "Dec" then $5 = "12" : endif :
1 if $5 = "X" stop : endif :
2 $6 = left $2,1 :
if $6 = " "
then $2 = "0" + right $2,1 : endif :
3 L = len $9 :
if L < 9
then $2 = "00" :
$4 = "19" + $3 + "." + $5 + "." + $2 :
os-Y :
print $4 : rtn :
rpt>!
```

{ Define the macro. }
{ Stop when it runs out of data. }
{ Read the contents of the category. }
{ Store the name of the month in \$1. }
{ Store the day in \$2. }
{ Store the year in \$3. }
{ Store "X" in \$5. }
{ Convert month name to numbers. }

{ Stop if \$5 still contains an "X". }
{ Store first character of the date into \$6. }
{ If it is blank... }
{ ...add a leading zero to \$2. }
{ Capture the length of the date string. }
{ If \$2 has fewer than nine characters... }
{ ...assume no day in the date and use 00. }
{ Form the new string. }
{ Delete the original entry... }
{ ...enter the new date... }
{ ...and repeat the process. }

If it finds no match, \$5 remains "X". The line `if $5 = "X" : stop : endif` checks for this condition and stops the macro if it finds an "X" in variable \$5.

The lines marked with the inverse "2" and "3" correct problems that occur when you convert some dates. AppleWorks' chronological format displays a blank instead of a leading zero on single digit dates (such as Sep 1 91). The three lines marked "2" check if the first date character is a blank and replace that blank with a zero.

The lines marked with the inverse "3" handle dates you entered without a day of the month. (For example, AppleWorks displays "Aug 91" if you enter "August 1991"). Those lines substitute "00"

for the missing day and change Aug 91 to 1991.08.00.

[Ed: Each month's version of NAUG on Disk includes that month's My Favorite Macro in a ready-to-compile word processor file. See the insert in this month's issue of the AppleWorks Forum for information about NAUG on Disk. NAUG recently released its first My Favorite Macro Disk which includes all 21 macros published in this column since its inception in April 1990. See the Public Domain Update article on page 27 for information about this disk.]

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

Special Offers for NAUG Members

1040Works

NAUG members can now get the 1990 version of 1040Works, NAUG's popular AppleWorks Federal Income Tax templates, at a significant discount. 1040Works completes 22 different tax forms and schedules, including forms 1040, 2106, 2119, 2441, 3903, 4562, 6251, 8582, 8582-CR, 8606, 8615, 8814 and schedules A, B, C, D, E, F, R, SE, and W-4.

Late tax filers can use 1040Works to prepare their 1990 returns. Others can use the templates to check the work of their tax preparers, collect data for the 1991 tax year, do a rough estimate of their 1991 tax obligations, prepare amended returns, and become comfortable with this easy approach to income tax preparation. Buyers of these templates can also update to the 1991 version of 1040Works at significantly reduced prices.

1040Works lists for \$29.95, but members can now buy the 1990 tax package for \$14.95, plus \$3 s/h. Order 1040Works if you have a 128K Apple II or Apple II-compatible computer. Order 1040Works-X if you have an Apple IIgs or 256K or more of RAM in your Ile, IIC, IIC Plus, or Apple II-compatible system. The package includes either 5.25-inch or 3.5-inch disks and complete documentation; indicate the disk size you need with your order. Foreign orders by credit card only; postage additional. Order from NAUG.

Back Issues

NAUG members can now save 50% on the complete collection of 1986-1990 issues of the *AppleWorks Forum*. The collection includes every issue published from August 1986 through December 1990 except six issues that are out of print (September and October, 1986; June, August, and September, 1987; October, 1990). The regular price for these issues is \$188. Until October 1, NAUG members can get the 47 available back issues for \$95 plus \$6 s/h. Foreign orders by credit card only; postage additional. Order from Back Issues Special, NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115. NAUG accepts Visa and MasterCard.

Fonts Printouts

NAUG members can now choose between two sets of sample printouts of the hundreds of fonts in NAUG's Public Domain Library. These printouts save valuable time for anyone who uses TimeOut SuperFonts, AppleWorks GS, BeagleWrite, Graphic Writer III, and any other 16-bit program that uses standard IIgs fonts.

John Sambataro offers a one or two-page sample of the fonts on each font disk. The sample output consists of the name of each font printed in that font. That lets you visualize how the font will print but does not offer all the characters in each font. Mr. Sambataro makes it easy to find the font; each page includes the name of the font disk that contains the font. Prices and ordering information appear on page 29 of the May 1991 issue of the *AppleWorks Forum*.

Stuart Goldman now offers NAUG members a second alternative; a 58-page printout that includes one-line samples of 558 text fonts, 27 foreign language fonts, and 80 graphic fonts. The graphic font samples include the character generated by each keystroke in the standard and alternate character sets.

The strength of this collection is its clarity, comprehensiveness, and cost; Mr. Goldman only wants \$6 for all 58 pages of output, including postage. However, this printout does not exactly correspond to the contents of NAUG's font disks; you will need a list of the fonts on each disk. (NAUG's Public Domain Catalog lists the fonts on disks 1-11 (\$5, including a \$2 rebate coupon, from NAUG). Members can also get a free list of the fonts on disks 12-43 by sending a self-addressed #10 envelope with 52 cents postage to Fonts List, NAUG, Box 87453, Canton, Michigan 48187.)

[*Stuart Goldman, 257 School Street, Waltham, Massachusetts 02154. You can reach Mr. Goldman on America Online as "Mr Astro". His Compu-Serve account is 72570,15.*] 

New Public Domain Disks

My Favorite Macro Disk – 1

NAUG's My Favorite Macro Disk – 1 includes word processor files with all 21 macros published in the *AppleWorks Forum* since the inception of the popular My Favorite Macro column in April 1990.

Macros on the disk automatically shrink and expand spreadsheet columns, enhance AppleWorks' word processor marker system, add an alarm clock to AppleWorks, prepare frequency distributions, capture an image of your screen, produce a menu with your printer codes, print two-sided documents, enhance the built-in macros included with UltraMacros, make it easy to control subdirectories, enhance the numeric keypad, make it easy to produce special characters with SuperFonts, reconfigure the IIgs Control Panel, set the date and time from within AppleWorks, automatically load files onto the desktop at bootup, convert data base date entries into a format that works with any date, and perform other functions.

Our thanks to the many NAUG members who contributed the macros on this disk and to Bill Neef and Keith Johnson for enhancing and compiling those macros for the group's monthly My Favorite Macro article.

TWGS Reporter Disk

The TWGS Reporter is an Apple IIgs Control Panel Device (CDEV) that helps TransWarp GS (TWGS) users learn about and control the operation of their accelerator. You copy the TWGS Reporter into your GS/OS SYSTEM/CDEVS folder and access the program from the graphic Control Panel under the Apple Menu.

The TWGS Reporter performs the following functions:

- Displays the current operating speed of your TWGS card (up to 65 MHz).
- Adjusts the speed of your card to one of three settings (standard IIe speed, standard IIgs speed, high speed).

- Reports the maximum speed at which the currently installed oscillator will run your TWGS card (up to 65 MHz).
- Reports the size of your TWGS cache.
- Reports if you have firmware or hardware cache flushing. (Older TWGS ROMs used hardware cache flushing. Owners of these cards should order Applied's cache upgrade which includes the newest ROM.)
- Reports if your TWGS data cache is on or off. (Some games and other applications can leave caching off and slow down the operation of the card.)
- Reports if the IRQ switch is on or off. (Turning IRQ off disables the TWGS's AppleTalk compatibility but increases the speed of the card by a minimum of 5%).
- Reports the version number of your TWGS ROM (version 1.8 is current).

The TWGS Reporter Disk also includes information about how to get an additional \$5 discount on SuperPatch 8.0.

The TWGS Reporter, which is available only on a 3.5-inch disk, requires an Apple IIgs computer running GS/OS 5.0.3 or later.

Our thanks to John Link for developing the TWGS Reporter and contributing this program to NAUG's Public Domain Library. We appreciate Mr. Link's continuing support for the Apple II community.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch (\$4) and 3.5-inch (\$6) format, plus \$2 s/h per order. Order from Public Domain Library, NAUG, Box 87453, Canton, Michigan 48187. All NAUG disks are also available for downloading from NAUG's electronic bulletin board, the Electronic Forum, and from the NAUG areas on CompuServe, America Online, and GEnie.

AppleWorks® 3.0 Has A New Best Friend.

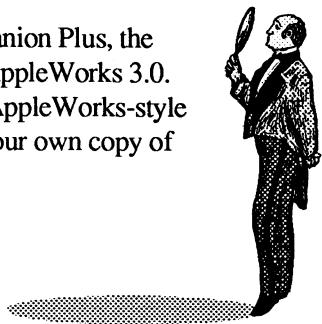
*Introducing Companion Plus® from Beagle Bros.
(formerly AW 3.0 Companion)*



Customize AppleWorks 3.0 for your own special needs with Companion Plus, the official AppleWorks customizing program from the developers of AppleWorks 3.0. Start up the Companion Plus disk and you'll be greeted by familiar AppleWorks-style menus. Just select the changes you want made and you're finished. Your own copy of AppleWorks will be personalized to your preferences!

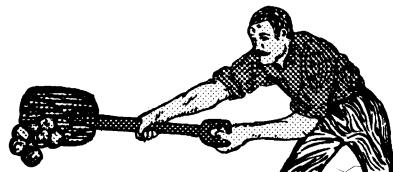
New Features:

- Display date and time on your AppleWorks screen.
- Disable destructive options for a classroom environment.
- Change the location of the main dictionary.
- Auto-copy the dictionary to a RAM disk.
- Enhance the Spelling Checker's capabilities.
- Tell at a glance what patches have been added to AppleWorks.
- Be notified when you may not have the most current version of a patch.



AW 3.0 Companion Options:

- Change the obnoxious AppleWorks beep to something more pleasant.
- Change default printer options for all new word processor files.
- Speed up loading and recalculating spreadsheet files.
- Leave the cursor where it is after canceling record selection rules.
- Use expanded memory as both Desktop memory and a RAM disk.



A Companion for Life

Companion Plus could prove to be the most loyal friend you've ever had. Once you have the ability to customize AppleWorks in so many ways you'll be convinced that it's a friendship that will last for a long time to come. Companion Plus is available for only \$49.95 from your favorite software dealer or from Beagle Bros (800) 345-1750.



Upgrade Information

Companion Plus adds even more terrific features than previously available on AW 3.0 Companion. To receive an upgrade send us your AW 3.0 Companion disk (3.5" or 5.25") and \$20.00 plus \$3.50 shipping and handling. Please allow three weeks for delivery.



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6215 Ferris Square, Suite 100
San Diego, CA 92121
(619) 452-5500
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Posting: Adds Power to AppleWorks

by Dan Verkade

This is the last in a series of articles that describe how to use TimeOut ReportWriter. The author assumes you read the previous articles in this series.

The earlier articles in this series described how to use TimeOut ReportWriter to combine data from two or more AppleWorks files into a single report. That process produces reports you cannot get from an unenhanced copy of AppleWorks. However, those reports leave your data files unchanged.

This month you will learn how to use ReportWriter to use data from one file to modify another file. The process, called "posting", lets you combine data from two files and do calculations within records.

ReportWriter's ability to post data adds significant power to AppleWorks. For example, you can use posting to adjust an Inventory file to reflect today's sales. You can post today's receipts and orders to adjust each customer's account balance in a Customer file. And you can post standardized test scores into a student's Cumulative Record file.

The key to posting is to (a) match the records in two files based on a ReportWriter field and (b) tell the program to post the data from one category in a file to the same or different category in the second file. ReportWriter lets you replace the existing data in the receiving file or add or subtract the data from the sending file into the receiving file.

You can post data as a part of any ReportWriter report; you can print and/or post data in the same reporting operation. That is, a single report can produce printed output and post the data from one file into another file.

Tutorial

This month's tutorial simulates an application of posting in an educational setting. For this exercise you should imagine that you are a teacher. You keep your grades in a spreadsheet called DAILY that contains test scores, homework grades, and other marks you accumulate for students during the marking period.

You give dozens of assignments and tests each year, so rather than have one big gradebook spreadsheet, you also maintain a data base file called CUMULATIVE. The CUMULATIVE data base contains the students' quarterly averages and overall averages from the beginning of the year. At the end of each quarter you compute the quarterly average for the students and move those averages into the CUMULATIVE file.

"*Posting lets you combine data from two files and do calculations within records.*"

To start this month's tutorial, you will prepare the DAILY spreadsheet gradebook and the CUMULATIVE data base. You will then develop a ReportWriter report that (a) posts the second quarter averages from the DAILY spreadsheet to the students' records in the CUMULATIVE data base, (b) computes the students' new cumulative averages, (c) posts those averages to the students' records in the data base file, and (d) prints a report with each student's previous quarter average and new average.

Start by creating the data base file called CUMULATIVE and the spreadsheet file named DAILY

ReportWriter Tutorial...

that appear in *Figures 1* and *2*. Your ReportWriter report will change the data in CUMULATIVE; it is good practice to keep a backup of the original file.

You must decide which of these files will serve as the Master File. In a real-life situation, the CUMULATIVE file would include the names and grades of students who are no longer in your class. Since there is no need to read every record in the CUMULATIVE file, the DAILY file will serve as the Master File for this report.

Now you will prepare a ReportWriter report that will copy the Test Avg data from the DAILY spreadsheet into Qtr 2 category in the CUMULATIVE data base. The report will also compute a new average to replace the data in the Avg field in the CUMULATIVE file. When you are done, the CUMULATIVE data base will look like the example in *Figure 3* and the printed report will look like the example in *Figure 4*.

Follow these steps:

1. Launch ReportWriter and indicate that you want to create a new report called StudentSummary.
2. Use the ReportWriter Editor to create the report format that appears in *Figure 5*. (Do not enter the field numbers in parentheses; you will assign those numbers to each field in step #4.) You can define the fields in any order.
3. Issue an Apple-O and define the Title, Header, and Report body section positions as depicted in *Figure 5*.
4. *Figure 6* describes the contents of each field in the report. Start by defining field #10; you will use that field when you define other fields. [Ed: You must define fields you will use in later calculations before you define those calculated fields. You normally learn the correct order for the fields as you create them. The author tells you to start with field

Figure 1: The CUMULATIVE Data Base File

Name	SS Number	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Avg
Al Allen	111-11-1111	99	-	-	-	99
Ben Benson	222-22-2222	94	-	-	-	94
Cal Calhoun	333-33-3333	89	-	-	-	89
Diane Dogood	444-44-4444	84	-	-	-	84
Evelyn Equal	555-55-5555	79	-	-	-	79

Figure 2: The DAILY Spreadsheet File

Name	SS Number	Test #1	Test #2	Test Avg
Al Allen	111-11-1111	100	96	98
Ben Benson	222-22-2222	77	77	77
Cal Calhoun	333-33-3333	92	96	94
Diane Dogood	444-44-4444	99	91	95
Evelyn Equal	555-55-5555	78	82	80

Figure 3: The Modified CUMULATIVE Data Base

Name	SS Number	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Avg
Al Allen	111-11-1111	99	98	-	-	98
Ben Benson	222-22-2222	94	77	-	-	86
Cal Calhoun	333-33-3333	89	94	-	-	92
Diane Dogood	444-44-4444	84	95	-	-	90
Evelyn Equal	555-55-5555	79	80	-	-	80

Figure 4: The Printed Report

ABC High School Geometry Quarter #2				
Name	Student ID	Current Qtr Avg	Old Avg	New Avg
Al Allen	111-11-1111	98	99	98
Ben Benson	222-22-2222	77	94	86
Cal Calhoun	333-33-3333	94	89	92
Diane Dogood	444-44-4444	95	84	90
Evelyn Equal	555-55-5555	80	79	80

#10 to save you time.] Then define the remaining fields in numerical order.

Remember to enter the correct field number into the Number choice on the ReportWriter Editor Menu. (This is the first time you changed that value; earlier exercises had you create the fields in

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Figure 5: ReportWriter Editor Screen

File: StudentSummary		EDITOR		Escape: Main Menu					
ABC High School									
Geometry									
Name	Student ID	Current Qtr Avg	Old Avg	New Avg					
***** (9)	***** (10)	***** (11)	***** (12)	***** (13)					
* (1) * (2) * (3) * (4) * (5) * (6) * (7) * (8)									
Type entry or use ⌘-commands									
Row: 1 Col: 1 ⌘-? for Help									

Figure 6: Field Definitions

Fld #	Fld Name	Source	Category, Column, or Formula	Type
1	QtrCur	Keyboard	-	Num
2	Qtr1	Lookup by Key	Qtr 1	Num
3	Qtr2	Lookup by Key	Qtr 2	Num
4	Qtr3	Lookup by Key	Qtr 3	Num
5	Qtr4	Lookup by Key	Qtr 4	Num
6	QtrTot	Calc	Note 1	Num
7	Q2Avg	Calc	Note 2	Num
8	Q3Avg	Calc	Note 3	Num
9	StuName	Master	Column A	Text
10	StuNum	Master	Column B	Text
11	CurQtrAvg	Master	Column E	Num
12	OldAvg	Calc	Note 4	Num
13	NewAvg	Calc	Note 5	Num

Note 1: Qtr1+Qtr2+Qtr3+Qtr4

Note 2: Qtr1+Qtr2/2

Note 3: Qtr1+Qtr2+Qtr3/3

Note 4: @CHOOSE(QtrCur, 0, Qtr1, Q2Avg, Q3Avg)

Note 5: QtrTot+CurQtrAvg/QtrCur

their correct order.) ReportWriter changes the number of existing fields when you re-number other fields; you must re-enter the field number for StuNum after you define fields #1-9.

DAILY is the Master File. You will use the CUMULATIVE file for all lookups by key. StuNum is the Lookup field in ReportWriter that contains each student's Social Security number from the Master File. SS Number is the Lookup category from the data base file. Define all numeric fields as having a fixed format with zero decimal places. You must indicate that fields #9-11 contain data from rows 4-

8 of the DAILY spreadsheet. [Ed: See the article entitled "How to Generate a Relational Report" in the October 1990 issue of the AppleWorks Forum for a description of how to use a lookup field and lookup category.]

Defining the Fields

Field #1 is a keyboard entry; ReportWriter will ask which quarter you want to post when you run the report.

Fields #2-5 will contain the quarterly average taken from the CUMULATIVE data base. You will use these fields to calculate fields #6-8.

Field #6 will contain the total of the DAILY averages. You will use this total when calculating field #13 which contains the new overall average.

Fields #7 and 8 will calculate the overall average at the end of the second and third quarters of the year.

Field #9 will contain the student's name. You will print the contents of this field in the first column of your report.

Field #10 will contain the student's Social Security number. You will print the contents of this field in the report and will use the field as the basis for matching the records in the two files.

Field #11 will contain the current quarter average from the DAILY spreadsheet. You will print that average in the report and will transfer that figure into the CUMULATIVE file at the end of each quarter.

Fields #12-13 contain each student's average before and after you post the new grades. You will print the contents of field #12 in the report but will not post that value. You will print the contents of field #13 and will post that value to the CUMULATIVE file.

Tell ReportWriter What to Post

Now it is time to tell ReportWriter that you want to post the contents of field #11 (CurQtrAvg) and field #13 (NewAvg) to the Qtr 2 and Avg fields

ReportWriter Tutorial...

respectively in the CUMULATIVE file.

Follow these steps to tell ReportWriter to post the value of CurQtrAvg:

1. Issue an Apple-Z to display the field names. That makes it easier to identify the different fields.
2. Put the cursor on the first character of the CurQtrAvg field, enter an Apple-N, and choose "Other". Then choose #2, "Post to a file" and indicate that you want to change the value by selecting "Yes".
3. Choice #1 on the Post to a File Menu lets you specify the receiving file. Select "File" and indicate that you want to post the contents of the CurQtrAvg field (the field you are defining) to the CUMULATIVE file.
4. Choice #2 lets you specify the data base category or spreadsheet column that will receive the posted data. Select "To category" from the Post to a File Menu and indicate you want to post this information to the Qtr 2 category. You will have to change this entry each grading quarter.
5. Choice #3 lets you specify whether you want to (a) add data to existing records or rows by matching with a key, or (b) add data to existing records or rows by posting data from the first record in the sending file to the first record in the receiving file and then repeating that process for each consecutive record. Choose option #3, "Post By", and select "Key" from the Post By? Menu. That indicates that you want to add data to existing records by matching with a key. Then choose StuNum to indicate that you want to match records based on the contents of the StuNum field. That field contains the student's Social Security number taken from column B in the DAILY spreadsheet.
6. The "Search Category" is the field in the receiving file that contains the data you want to match. Since you want to match the contents of column B from the DAILY file with the SS Number field from the CUMULATIVE file,

Figure 7: Post to a File Menu for CurQtrAvg

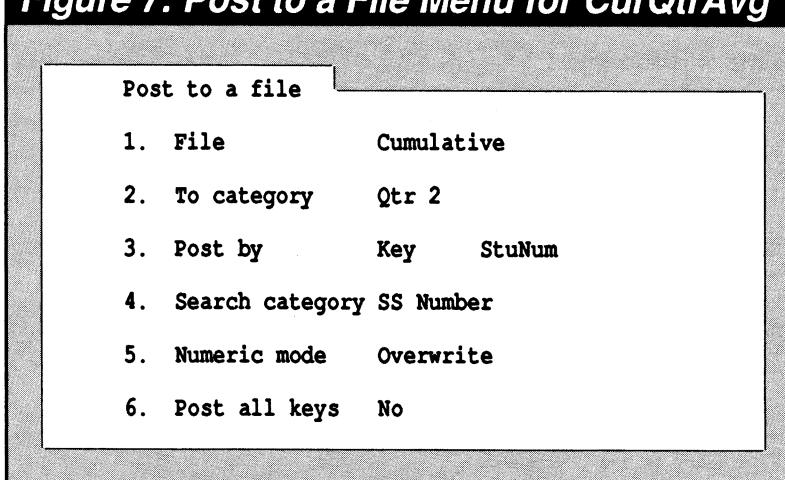
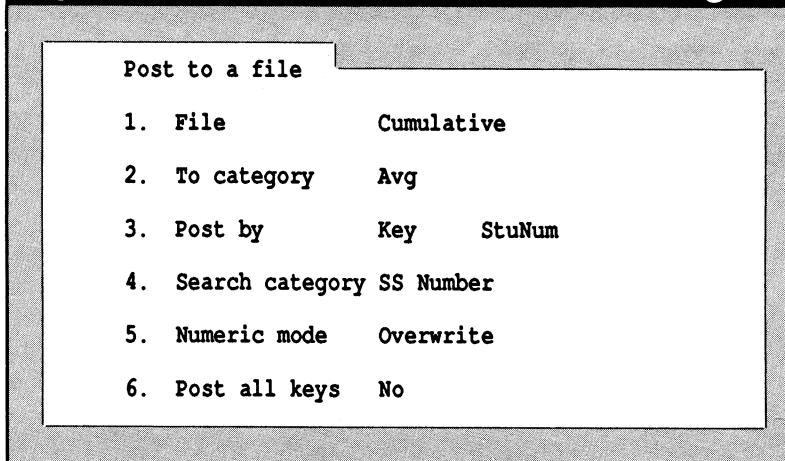


Figure 8: Post to a File Menu for NewAvg



choose SS Number from the list of fields on the screen. If ReportWriter finds a match between StuNum and SS Number, the program will put the data from CurQtrAvg (the field you are defining) into the Qtr 2 category (which you specified in choice #2 on this menu) in the CUMULATIVE data base.

7. Menu choice #5, "Numeric Mode", lets you add, subtract, or overwrite the contents of the receiving category with the new value. This is a powerful option that lets you use ReportWriter to update inventory, assets, and other values based on the numbers in a transaction file.

You should accept the Overwrite default because you want to replace the blank value in Qtr 2 with the contents of ReportWriter's CurQtrAvg field.

8. The "Post All Keys" option tells ReportWriter whether to post the data to all records that

ReportWriter Tutorial...

match your search criteria or just to the first matching record. In this exercise there is only one matching record in the receiving file for each record in the sending file. Thus, the "Post All Key" setting has no impact on the report. Leave it set at the default option of "No".

The Post to a File Menu should now look like the example in *Figure 7*.

9. Now use what you learned about the Post to a File Menu to post the contents of the NewAvg field into the category Avg in the CUMULATIVE file. Your completed Post to a File Menu for NewAvg should look like the example in *Figure 8*.
10. Return to the Editor screen and issue an Apple-S command to save your work.

Running the Report

11. Now issue an Apple-G to generate the report. After you select the printer, your screen will display the message

Keyboard Entry

Enter data for field: QtrCur

The word "Entry" will also appear at the bottom of the screen. You want to run this report for the second quarter, so type the number "2" and press the Return Key.

ReportWriter will ask "Repeat for every Qtr-Cur?". Select "No"; you do not want to re-enter the QtrCur value for every record. ReportWriter will then assume that you want to enter a Qtr-Cur value of "2" into every record.

Your report should look like the example in *Figure 4* and your CUMULATIVE file should look like the example in *Figure 3*.

Conclusion

ReportWriter's posting option adds an important and powerful feature to AppleWorks. You can use posting to prepare subsets of large files, merge selected information from multiple files into one file, and maintain running totals within files.

[Dan Verkade is the developer of TimeOut ReportWriter, DoubleData, and other popular AppleWorks enhancements.]

AppleWorks News

Updates from JEM Software

DoubleData 2.0: JEM Software recently announced the release of version 2.0 of DoubleData, Dan Verkade's AppleWorks 3.0 enhancement that lets you include up to 60 categories in any AppleWorks data base.

The newest version of DoubleData lets you scroll horizontally through all 60 categories on the multiple record layout screen and scroll vertically through all 60 categories in single record layout. DoubleData 2.0 also lets you merge all 60 categories into a single word processor document and print any combination of the 60 categories in a tables format report.

DoubleData 2.0 costs \$40 plus \$3.50 s/h from JEM Software. Updates from earlier versions of DoubleData cost \$10 plus \$3.50 s/h from JEM.

TotalControl: JEM also announced the release of TotalControl, a set of enhancements that give AppleWorks 3.0 users many of the features usually found only in dedicated data base programs.

TotalControl lets you define text-only and numbers-only categories that accept text and numeric entries respectively. TotalControl also lets you define the minimum and maximum length of any category entry, or define a "mask" that automatically formats all entries in that category. (For example, a telephone number "mask" automatically formats all entries into telephone number format.) Glossary categories let you select entries from a list you define. Export and import categories incorporate data from another file. Formula categories contain computed values; TotalControl offers more than 30 logical and mathematical functions, including functions for date arithmetic, rounding, and averaging in these calculations.

TotalControl normally sells for \$60. However, until August 26, NAUG members can buy TotalControl directly from JEM for \$40 plus \$3 s/h. NAUG members can also get JEM's SpellCopy enhancement for \$7 (regularly \$12.50) with free shipping if ordered with TotalControl. JEM accepts Visa and MasterCard. [JEM Software, 7578 Lamar Court, Arvada, Colorado 80003. Orders only: (303) 422-4856.]

Help with the AppleWorks Modules

by Nanette Luoma

How to Use this List

To the left of each volunteer's name are numbers indicating the AppleWorks modules the consultant supports. Volunteers are listed alphabetically by state.

- | | |
|--------------------|-------------------------|
| 1 = Word Processor | 4 = Integrating modules |
| 2 = Data Base | 5 = Mail Merge |
| 3 = Spreadsheet | 6 = AppleWorks Network |

		City	Home	Work
1-5	Clay Evitts	Tucson	602-885-9789	602-296-5491
1-5	Bill Holmes	Chandler	602-899-4841	602-786-7170

Arkansas

1-4	Norman Nelsen	Garfield	501-359-3612
-----	---------------	----------	--------------

California

1,5	Ken Armstrong	Porterville	209-781-3296	805-323-0866
1,2	Dan Balsley	San Ramon	415-829-5085	
1-3,5	Brian Blue	Danville	415-838-0997	415-954-6002
1-4	James Davis	Hayward	415-489-7024	
1,2	Don Farrar	Pleasant Hill	415-932-5509	
1,2,4,5	Rolf C. Freerks	San Pedro	213-833-8266	213-337-1333
1-5	David Gair	Los Angeles	213-469-9916	213-469-9916
1-5	Jim Gentilucci	Los Osos	805-528-5049	
1-5	Terry Higgins	Newark	415-745-7884	415-593-2500
1-5	Alan E. Kahn	San Anselmo	415-457-9827	
1,2,5	Wayne Kliman	Santa Barbara	805-967-3620	
1-4	Lucien LaCour	Woodland Hills	818-348-7787	
1-5	Berenice Maliby	Corona del Mar	714-640-7369	
1-3	Will Nelken	San Rafael	415-459-0845	415-456-1795
2,3	Jesus Orosco	Milpitas	408-270-1011	408-945-4344

Colorado

1-4	Lyle Graff	Littleton	303-794-5970	303-977-4557
1,2,4	Geoff Hollingsworth	Morrison	303-697-9277	
1-5	John Lefebvre	Thornton	303-451-5558	303-457-2852
1-4	John Loren	Littleton	303-978-0603	
1-5	Stephen Reiss	Aspen	303-923-6172	303-923-6172
1-5	Dr. Larry Thaete	Boulder	303-939-9072	303-492-2717

Connecticut

1-5	Vincent Castelli	Trumbull	203-261-2475	203-452-5384
1-3	Judson L. Day	Groton	203-445-6600	203-445-6600
1-5	William Delaney	Enfield	203-745-4048	203-749-8391
6	Ged Jones	Lakeville	203-435-0295	203-435-0871
1-5	Martin Knight	Middletown	203-346-9698	203-347-8594
1-4	Newton Shaffer	Gales Ferry	203-464-9716	

Delaware

1-4	W. Henry Linton, Jr.	Wilmington	302-478-3740
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Florida

1-4	H. Clay Bailey III	Jacksonville	904-744-2499	904-725-3477
1-5	Virginia Bobrick	Miami	305-653-3136	
1,2	Robert J. Booz	Port Richey	813-868-1802	
1-2,4-5	Bruce Pfeffer	Tallahassee	904-385-3447	386-2685
1-3,5	Andrew Pluuka	Ft. Lauderdale	305-525-3301	

		City	Home	Work
1-3	Ronald Stankiewics	Patrick AFB		407-494-2227
1-5	Jeff Strichard	Ft. Lauderdale	305-587-9590	
1-5	Mike Ungerman	Oviedo	407-366-0060	407-366-0156
Idaho				
1-4	Donald H. Campbell	Lewiston	208-743-9639	208-743-8589
Illinois				
1-5	Mark Baniak	Park Ridge	312-825-6301	312-292-4116
2	Terry Campbell	Auburn	217-438-6291	217-528-2011
1-2	William Davis	Hinsdale	312-655-9142	312-887-1730
1-5	George Dufey	Bloomingdale	708-894-0849	708-451-3106
1-5	Clifford S. Egel	La Grange Park	312-354-4639	312-387-4045
1,2,4,5	Susan Husar	Chicago	312-631-5884	
Indiana				
1-2,4-5	Jack Countryman	Greensburg	812-663-4998	
1,2	Kevin Gold	Indianapolis	317-290-8948	317-543-7098
1-4	Laura J. Kelley	Gwynneville	317-763-7290	
Iowa				
1-5	Keith King	Ft. Madison	319-372-9521	
1-3,6	Stephen May	Audubon	712-563-2925	712-563-4217
Kentucky				
1-4	Donald L. Corson	Louisville	812-256-3517	502-473-3083
1-4	Dan Crutcher	Louisville	502-895-1476	502-895-2720
Louisiana				
1-5	Charles Fryling, Jr	Baton Rouge	504-766-3120	504-388-1473
1,2	Corley Anne Byras	Topsham	207-666-3922	207-729-6751
Maryland				
1-4	Raymond Greenberg	Darnestown	301-330-4912	301-353-4959
1-2,5	Ben Maser	Owings Mills	301-252-7884	301-887-0717
1-5	Anthony R. Mattern	Rising Sun	301-658-4799	301-658-5535
1,2	Paul M. Phelps	Baltimore	301-444-4086	301-291-4712
1-6	Ray L. Settle	Arnold	301-647-9192	301-887-0106
1-5	Woodrow Webster	Fallston	301-879-7034	301-887-0171
Massachusetts				
1-5	Donald McCabe	Westport	401-294-6256	508-636-2611
1-2,5	Chuck Scheffreen	Marblehead	617-631-2787	617-728-7553
1-5	Ed Stutsman	Shutesbury	413-259-1217	
Michigan				
1-5	Jim Anker	Auburn Hills	313-391-0033	313-544-5344
1-5	Michael McMinn	Swartz Creek	313-655-4442	313-232-6541
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